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SAN FRANCISCO
PUBLIC LIBRARY COMMISSION

The San Francisco Public Library Commission has not always printed its minutes in final form. For the disposition of draft minutes, where final or “approved” minutes are missing, consult the minutes of subsequent meetings

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1/11/94

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
1st Vice President

BARBARA C. ROSENBERG
2nd Vice President

DALE A. CARLSON
STEVEN A. COULTER
SHEPARD S. KOPP
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Tuesday, January 11, 1994**

TIME: **4:30 P.M.**

PLACE: **San Francisco History Room, third floor, Main Library** (Note location)

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Report of Nomination Committee
5. Election of new officers
6. Approval of Minutes of December 7, 1993 and Minutes of the Special Meeting of December 21, 1993.
7. Consent Calendar

There will be no separate discussion of Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

A. Approval of Resolution #1666: Approval of temporary exempt and non-civil service appointments and separations

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

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107 SFPL 06/16/03 46

8. **President's Report: James Herlihy**

   A. Other reports

9. **City Librarian's Report: Kenneth Dowlin, City Librarian**

   A. Briefing of Project Read

   B. Other reports

10. **Finance Committee Report: Commissioner Mark Orsi, Committee Chair**

    A. Budget update and discussion for FY 1994/95

    B. Other reports

11. **Planning Committee, Commissioner Steven Coulter, Committee Chair**

    A. Update of Friends of the San Francisco Public Library ballot initiative

    B. Update on affinity group discussion

    C. Update on Five Year Plan discussion

    D. Other reports

12. **Building and Facilities Committee, Commissioner Barbara Rosenberg, Committee Chair**

    A. Approval of priority list of branch renovations, ESPII funding

    B. Status update of selling Muni Day Pass

    C. Update on work in progress, New Main

    D. Update on work in progress, Branches

    E. Other reports

13. Librarians' Guild

14. New Business

15. Public Comment

16. Adjournment

Resolution #1666

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF DECEMBER, 1993. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF DECEMBER, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of December, 1993 be approved:

3602 Library Page

Battad, Florinda
Navarro, Allan

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Barnes, Sherri
Choy, Lena
Kwan, Laura
Silva, Ronald
Spangler, Peter

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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SAN FRANCISCO
PUBLIC LIBRARY

LIBRARY COMMISSION MINUTES
January 11, 1994

The regular meeting of the San Francisco Public Library Commission was held Tuesday, January 11, 1994, in the San Francisco History Room, Main Library.

I. Call to Order

The meeting was called to order at 4:48 p.m. by President Herlihy.

II. Roll Call

On roll call, the following Library Commissioners were noted present: President Herlihy; Commissioners Coulter, Gee, Orsi, and Rosenberg. Commissioner Casey arrived at 4:51 p.m. and Commissioner Swig was excused.

III. Nominations

Commissioner Orsi reported that the Nomination Committee recommended James P. Herlihy as President and Virginia C. Gee as Vice President of the Library Commission for 1994/95.

On Commissioner Orsi's motion, the Commission unanimously elected James P. Herlihy President and Virginia C. Gee as Vice President, for 1994/95.

IV. Approval of the Minutes

It was moved by Commissioner Gee and unanimously approved that the minutes of the December 7, 1993, regular meeting and the minutes of the December 21, 1993, special meeting be approved as submitted.

V. Approval of Consent Calendar

It was moved by Commissioner Gee and unanimously approved that the Consent Calendar, Resolution #1666, temporary exempt and non-civil service appointments and separations for December 1993, be adopted.

VI. President's Report, James P. Herlihy

A. Executive Session

President Herlihy reported that the Library Commission met in Executive Session on Monday, January 10, 1994, to discuss pending litigation pursuant to Government Code section 54956.9 (a) and that the litigation discussed was In the Matter of the Estate of Alfred Fuhrman, No. 261-578.

B. Reopening Celebration, Chinatown Branch Library Temporary Location

President Herlihy announced that the Chinatown Branch temporary site at 445 Grant Avenue was officially reopened by Mayor Frank Jordan and Supervisor Tom Hsieh.

VII. City Librarian's Reports, Kenneth E. Dowlin

A. Overview of Project Read

Ana Linder, Project Read Director, reported on of Project Read and described the adult literacy program as starting in 1983 utilizing reading experts to train volunteer tutors to provide one-on-one literacy tutoring to English-speaking adult students. Ms. Linder stated that Project Read funding is through city library funds, federal grants, state grants and contributions from corporations, foundations and individuals.

Commissioner Casey indicated that the Dr. Seuss Foundation was very involved in literacy programs and that the Foundation was accepting grant applications.

In response to Commissioner Gee, Ms. Linder stated that the composition of the population served by Project Read is currently over 85% ethnic minorities.

In response to Commissioner Rosenberg, Ms. Linder stated that the average student involvement in Project Read is 10 months and that the students' longevity is self-determined. (Attachment)

B. Quarterly Activity Reports

Kenneth Dowlin alerted the Library Commission that he will start submitting Quarterly Activity Reports beginning February. Mr. Dowlin stated that the Quarterly Activity Report ending January will include baseline analyzed data.

VIII. Building and Facilities Committee, Commissioner Rosenberg, Chair

A. New Main Library Construction

Commissioner Rosenberg briefed the Library Commission on the various levels of New Main Construction stating that the topping-off is expected to be complete circa the end of May and that a celebration inviting the public will occur.

Commissioner Rosenberg stated that at a future Commission meeting the Building and Facilities Committee will recommend an on-site public information board which will describe current construction activity.

B. Branch Seismic ESPII Bond Fund Priorities

Commissioner Rosenberg made the motion for approval of Branches to be renovated under the $4.958 million ESPII Bond Program in the order listed.

Rank		Budget
1	Mission Branch	$ 100,000
2	Richmond Branch	990,000
3	Noe Valley Branch	1,500,000
4	Excelsior Branch	314,200

5	Marina Branch	534,800
6	West Portal Branch	771,300
7	Ortega Branch	425,800
	Sub-total:	$ 4,636,100

Action: Approved (Attachment)

Commissioner Rosenberg emphasized that Noe Valley Branch was moved from rank 7 to rank 3 to expedite renovation due to its present seismic rating.

In response to Ed Regan, Library patron, Neel Parikh, Chief of Branch Libraries, stated that the Noe Valley Branch was built in 1916.

Commissioner Rosenberg made the motion to request that the Bureau of Architecture re-evaluate the seismic rating of Noe Valley Branch at a cost not to exceed $30,000 to ascertain a lower seismic rating to reduce repair cost.

Action: Approved

Commissioner Rosenberg moved that a letter on behalf of the Library Commission be written to the Mayor and the Board of Supervisors Finance Committee Chair requesting public policy and guidance for allocating funds to Library Branches that may closed due to budget limitations.

Mr. Edward Benner suggested that the Library Commission letter be addressed to included the name of Supervisor Tom Hsieh, Chair of the Board of Supervisors Finance Committee.

Commissioner Coulter commented that the intent of the Library Commission letter is to request direction and to put into perspective public policy regarding the way funds, be it ESPI, ESPII or Library bond money, are being allocated by the City.

In response to Commissioner Casey, Ms. Parikh stated that at the discretion of the Library Commission the ESPII Bond funds can be allocated to any Library Branch.

In response to Marsha Popper, Commissioner Rosenberg stated that the Library Commission letter will be written to emphasize that there are ESPII Bond funds to repair Library Branches, but a lack of general fund monies to operate Library Branches.

Commissioner Gee emphasized that ESP funding is a short term focus, but that the long range responsibility for the life of the Library Branches is equally important.

Action: Approved

In response to Mr. Regan's suggestion that trailers be utilized as temporary Library Branch sites Mr. Dowlin stated that due to San Francisco building codes to site a trailer is cost prohibitive.

Commissioner Rosenberg shared a letter from Johnny Stein, General Manager of the Municipal Railway, regarding the status of the Muni Day Pass stating that the Board of Supervisors will vote on the issue January 18, with an expectation that the Board will overwhelmingly approve the return to transfers effective March 1 eliminating Muni Day Passes and that the Library be requested to continue the sale of the Muni Day Pass until the issue is resolved. (Attachment)

IX. Finance Committee Report, Commissioner Mark Orsi, Chair

A. Budget update FY 1994/93

Commissioner Orsi stated that the Library budget cut still remains at $1.9 million and that the budget deadline for submittal to the Controller has been postponed from February 1, 1994, to March 1, 1994.

Commissioner Orsi reviewed the Finance Committee budget schedule stating that staff would discuss the impact of the three budget scenarios for FY 1994/95; the Library Commission would finalize their priorities; public testimony would be heard at the January 18 Finance Committee meeting with final budget presentation at the February 1st regular Commission meeting; at the February 15th Finance Committee meeting final public testimony will be heard. Commissioner Orsi announced that a Special Commission meeting is needed to adopt the final budget on February 23rd.

Seema Grover, Budget Analyst, presented the Library Commission's budget priorities stating that scenario #1 priorities are to close branches as needed, maintain services in remaining branches without diluting service, find alternative uses for closed branches, and reevaluate what a page is. The priorities in scenario #2 are to eliminate the adult book budget, layoff 155 pages, step up the volunteer program, as a pilot program give operation of a few of the branches to the community. The priorities in scenario #3 are the same as scenario #2 except all page positions are eliminated.

Hope Hayes, Chief of Main; Neel Parikh, Chief of Branches; Nancy Musser, Chief of Technical Services; and Diana Buchbinder, Departmental Personnel Officer, described the services that would be impacted using the priorities the Library Commission established. (Attachment)

Hope Hayes stated reduction in Branches, cuts in the book budget and staffing affect the Main Library. Ms. Hayes noted that the proposed reductions would close the newspaper room; eliminate retrieval of materials from remote storage; eliminate shelving and reshelving; eliminate paging from open and closed stacks in all departments; close Art/Music/Recreation picture file; eliminate all minor book repair of damaged books; eliminate searching for materials claimed returned; eliminate shelf-reading; eliminate circulation of sheet music reference; delay filling and maintenance of periodicals and business services; patron hostility and frustration.

In response to Commissioner Rosenberg, Ms. Parikh explained that negotiation of RFP's with community groups for the pilot program to would be necessary, and she requested that the Library Commission adopt a policy prior to July 1994, determining which Library Branch will be offered and the recourse if no community group steps forward.

Mr. Dowlin added that the savings would be minimal for the first fiscal year under scenarios #2 and #3.

Ms. Musser addressed cutting the book budget stating that the Library would cease to be a living Library if the book budget is cut and that reference data would be out of date, current homework needs of students would not be supported, circulation would drop, no current titles would be purchased and no language learning tapes would be available.

Ms. Buchbinder provided the Library Commission with local 790's potential contract cost increases and the voluntary time off program participation 1993 survey results. (Attachment)

David Gabler, Local 790 business agent, explained that the contract longevity pay is a third year benefit of the contract and does not affect this year's budget.

Ms. Buchbinder clarified that Local 790 contact provision for severance pay would only apply to permanent employees and not temporary employees.

Each Commissioner stated his or her opinion of the scenarios presented by Seema Grover. Ms. Grover concluded the discussion by summarizing what she understood to be priorities of the individual Commissioners as follows:

- Do not cut the book budget
- Centralize book selection
- Close Library branches as needed to meet the reduction, but make it clear that they would be closed unless community organizations took them over
- Step up the volunteer program
- As a part of scenario #3, offer the closed Library Branches to the community as pilot projects

President Herlihy stated for the record that it was not his desire to close Branches.

Jane Winslow, Director of Friends of San Francisco Public Library, expressed concern that the Library Commission is openly stating they will have communities operate Libraries and that those statements would negatively affect the Charter amendment efforts.

X. Planning Committee, Commissioner Coulter, Chair

Discussion of Committee held-over until next regular Commission meeting.

XI. Librarians' Guild

David Gabler, Local 790 business agent, stated that the union opposed any cuts in the Library and that the union opposed privatization of the Library.

XII. **New Business**

None

XIII. **Public Comment**

Mr. Ed Regan, Library patron, suggested an endowment to support the Library.

Unidentified speaker questioned when the Library Commission would stop cutting back Library services.

There being no additional business, the January 11, 1994, meeting of the San Francisco Public Library Commission was adjourned at 7:26 PM.

Donna Marion

Donna Marion
Assistant to the Library Commission

1/21/94:dm

Resolution #1666

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF DECEMBER, 1993. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF DECEMBER, 1993.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of December, 1993 be approved:

3602 Library Page

Battad, Florinda
Navarro, Allan

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Barnes, Sherri
Choy, Lena
Kwan, Laura
Silva, Ronald
Spangler, Peter

BUDGET SCENARIOS FOR FY 1994/95

Service Impacts with a $1.9 million reduction following the Library Commission's priorities:

SAN FRANCISCO PUBLIC LIBRARY			
	Main	Branches	Technical Services & Automation
#1 $1.9 million reduction *Priorities:* close branches as needed, maintain services in remaining branches without diluting service, find alternative use of branches, long term- reevaluate what a page is		LAYOFFS: 50 RESULT: **Branches remaining open:** full library service would be offered six days a week and one night at the six resource branches (Chinatown, Mission, Richmond, West Portal, Excelsior, Sunset) a sixth day would be added to each site; full library services would be offered five days a week and one night at four branches (Marina, Merced, Ortega, Bayview) and the Library for the Blind. **Branches turned over to the community: branches would be closed if the community could not run them;** MOU's would be negotiated with 16 community agencies to operate the library facilities to provide specific non-library services for the community; branches would have NO paid city employees connected with them; book collections would be reduced and no book budget would be assigned to these branches; all equipment and computers would be removed; the agency would be responsible for building maintenance, janitorial service and security; all regular library services would be eliminated	

SAN FRANCISCO PUBLIC LIBRARY			
	Main	Branches	Technical Services & Automation
#2 $1.1 million ***Priorities:*** eliminate adult book budget, layoff 155 pages, step up the volunteer program, as a pilot program give a few of the branches to the community	LAYOFFS: 85 VOLUNTEERS NEEDED: 147 working 3 hours per week RESULT: close newspaper room; eliminate retrieval of materials from remote storage; eliminate shelving and reshelving; eliminate paging from open & closed stacks in all departments; close Art/Music/Recreation picture file; eliminate all minor book repair of damaged books; eliminate searching for materials claimed returned; eliminate shelf-reading; eliminate circulation of x-class sheet music; reference and all other services will be drastically reduced; reduction in filing & maintenance of periodicals, business services; patron hostility & frustration	LAYOFFS: 70 VOLUNTEERS NEEDED: 223 working 3 hours per week RESULT: open hours of all sites would remain the same; clerical and librarian staff would assume additional database related work; shelving and clerical work delays; eliminate adult programming; limit information services; cancel special children's programming when there is not adequate volunteer staff available; volunteers would work during open hours only; volunteer management would become an added assignment for existing staff; pilot community run branches would be budgeted to operate for 6 months plus costs of Real Estate and City Attorney services; MOU's would be negotiated with 3 community agencies to operate the library facilities to provide specific non-library services for the community; library would provide heat, light, power, janitorial service and limited building repair; there would be no book budget assigned to these sites, some of the collection would be removed; all equipment and computers would be removed; no paid city employee would be providing service at this site; the library would work with the community to set up circulation procedures; patron hostility & frustration	RESULT: $300,000 of the $900,000 adult book budget is already committed to pay for standing order titles; severe drop in circulation; answers to reference questions will be out of date; no current materials to support homework assignments; books not purchased will be lost forever from the library's collection; patron hostility & frustration

SAN FRANCISCO PUBLIC LIBRARY

DATE: January 5, 1994

MEMO TO: Kenneth E. Dowlin

FROM: Neel Parikh, Chief of Branch Libraries
Kathy Page, Chief of Facilities Development
Rich Walsh, Facilities and Finance

SUBJECT: **ESPII Priorities**

This memo is in response to the September 16, 1993 letter from John E. Cribbs, Director of Public Works, to Commission President James Herlihy.

Mr. Cribbs requests that "the Commission confirm the listed priority ranking of the branches (for the ESPII bond program), and the branches to be considered for deferral, to ensure that the scope of the program reflects the available budget."

Our recommendation is for the following branches to be renovated under the $4.958 Million ESPII Bond Program in the order shown here. It is also our recommendation that the Bond Program include funding for library staff to manage the library program and communications aspects of these renovations. The ranking and budget for these are as follows:

Rank		Budget
1	Mission Branch (allocated under this program only)	$ 100,000
2	Richmond Branch	990,000
3	Excelsior Branch	314,200
4	Marina Branch	534,800
5	West Portal Branch	771,300
6	Ortega Branch	425,800
7	Noe Valley Branch	1,500,000
	Sub-total:	$ 4,636,100
	Staffing for the building project: *1 FTE staff (salary & benefits estimate for planning period (October 1994 - October 1999)*	$ 321,900
	TOTAL:	$ 4,958,000

The criteria for establishing these ESP II priorities are:

- **Seismic Safety.** The seismic rank of the branch. Branches ranked seismic 4 are automatically included in this program.

- **Use Safety.** The number of people who would be impacted if an earthquake happened during open hours, especially number of people who use a site per open hour (annual data). The top 10 branches for use (both circulation and library visits) were considered priorities. The attached chart outlines these factors for the branches not yet renovated.

- **Disabled Access for Major Resource Collections and heavily used sites.** Major branch collections and branches with higher numbers of daily users should be wheelchair accessible. A particular goal is to make the Resource Branches accessible as soon as possible.

- **More information and research needed for Noe Valley Branch.** The Library would like to look at various cost and renovation alternatives before selecting a direction to take with Noe Valley Branch.

In creating a calendar for these renovations and factored into these priorities, the Library looked at which branches could be closed or located in smaller sites at the same time. The Library planning policy has been that:

- **No more than two branches can be renovated at one time.**

- **Branches being renovated should not be located near to each other, serving the same or adjacent regions.**

Branch Seismic Priority

PRIORITY	BRANCH	92-93 PATRON USAGE	PATRONS PER OPEN HOUR		92-93 CIRCULATION	CIRCULATION PER OPEN HOUR	
			Number	System Rank		Number	System Rank
	Mission	187,645	107	3	191,094	108.08	4
1	Richmond	243,094	138	2	269,604	152.49	2
2	West Portal	128,475	73	8	199,372	112.77	3
3	Excelsior	113,638	64	9	107,945	61.05	10
4	Marina	176,772	104	4	133,290	78.31	8
5	Ortega	148,186	87	5	157,032	92.26	6
6	oe Valley	59,303	40	15	70,563	47.14	16
BRANCHES FOR LATER PRIORITIZING:							
	Merced	86,223	52	12	105,306	63.06	9
	North Beach	135,878	81	7	91,313	54.68	12
	Parkside	115,004	86	6	109,760	82.71	7
	Bernal Heights	79,687	53	11	51,840	34.63	19
	Western Addition	83,946	50	13	86,624	50.90	13
	Eureka Valley	58,406	38	16	73,315	47.95	15
	Golden Gate Valley	38,140	38	17	38,019	38.10	17
	Potrero	43,545	32	21	32,421	24.07	24
	Anza	58,251	38	19	89,656	57.88	11
	Bayview	58,138	38	18	24,231	15.85	26

December 14, 1993

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JAN 2 3 1994
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Tuesday, February 1, 1994**

TIME: **4:30 P.M.**

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Minutes of January 11, 1994
5. Consent Calendar

There will be no separate discussion of Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

A. **Approval of Resolution #1667:** Approval of temporary exempt and non-civil service appointments and separations

6. **President's Report: James P. Herlihy**

A. Discussion of new "models" for public library management

B. Announcement of change in Planning Committee members

C. Other reports

7. **City Librarian's Report: Kenneth Dowlin, City Librarian**

A. Update of Friends of the San Francisco Public Library ballot initiative

B. Discussion of current activities of the Library Foundation of San Francisco

C. Other reports

8. **Finance Committee Report: Commissioner Mark Orsi, Committee Chair**

A. Discuss and approve of Library Commission budget priorities for FY 1994/95

B. Report and possible action on Library privatization

C. Other reports

9. **Planning Committee, Commissioner Steven Coulter, Committee Chair**

A. Update on affinity group discussion

B. Update on Five Year Plan discussion

C. Other reports

10. **Building and Facilities Committee, Commissioner Barbara Rosenberg, Committee Chair**

A. Approval of priority list of branch renovations, ESPII funding

B. Update on work in progress, New Main

C. Update on Mission Branch Library temporary site

D. Other reports

11. Librarians' Guild

12. New Business

13. Executive Session to discuss quarterly evaluation of City Librarian's performance, pursuant to Government Code section 54957.

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PUBLIC LIBRARY

Addendum of agenda for regular Commission meeting Tuesday, February 1, 1994, of the San Francisco Public Library Commission.

AGENDA:

Finance Committee Report: Commissioner Mark Orsi, Committee Chair

D. Approval to appropriate $1,995,412 in Library Improvement Bond interest for Branch renovations

1/27/94:dm

14. Pursuant to section 66.14 of the Sunshine Ordinance the Library Commission shall vote whether to disclose to the public any portion of its discussion which is not confidential.

15. Public Comment

16. Adjournment

1/25/94

Resolution #1667

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1994. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of January, 1994, be approved:

3602 Library Page

Angney, Heather
Lei, Katherine
Mangampat, Mark
Murphy, Jeff
Tran, Minh

AND FURTHER, That the following separations from Temporary, Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Ho, Lana
Hoffman, Miranda

ACCESSIBLE MEETING POLICY

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1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

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7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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City and County of San Francisco
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Frank M. Jordan
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Roselyne C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

DOCUMENTS DEPT.
MAR 21 1994
SAN FRANCISCO
PUBLIC LIBRARY

DRAFT

LIBRARY COMMISSION MINUTES
FEBRUARY 1, 1994

The regular monthly meeting of the San Francisco Public Library Commission was held Tuesday, February 1, 1994, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:36 PM by President Herlihy.

II. Roll Call

On roll call, the following Commissioners were noted present: President Herlihy; Commissioners Casey, Coulter, Gee, Orsi and Rosenberg. Commissioner Swig was excused.

III. Approval of Minutes

Commissioner Rosenberg requested that the minutes of the regular meeting of January 11, 1994, be amended on Page 3, second paragraph under "New Main Library Construction" to read: Commissioner Rosenberg stated that at a future Commission meeting the Building and Facilities Committee will recommend an on-site public information bulletin board and that the wording will be monitored by the Building and Facilities Committee and the Library Commission. Commissioner Casey then made the motion to approve the minutes of the January 11, 1994, meeting as amended.

Action: Unanimously approved

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

IV. Approval of Consent Calendar

It was moved by Commissioner Gee that the Consent Calendar, Resolution #1667, temporary exempt and non-civil service appointments and separations for January, 1994, be adopted.

Action: Unanimously approved (Attachment)

V. President's Report, James P. Herlihy

A. Discussion of new "models" for public library management

In the context of budget alternatives President Herlihy mentioned models that could be used for the management of the San Francisco Public Library system through privatization.

B. Announcement of change in Planning Committee members

President Herlihy announced that the Planning Committee members are Steven Coulter, Chair and Virginia C. Gee, member and that all other Committees would maintain the same members.

C. Other reports

President Herlihy announced that the Library Commission will host eight informal town meetings to be held in the evenings through-out the City beginning in two weeks to solicit library patron concerns. Commissioner Coulter was requested to formulate the meeting agendas.

VI. City Librarian's Report, Kenneth E. Dowlin

A. Quarterly Report

Mr. Dowlin distributed and discussed the first quarterly "Ongoing Statistics Report" of the Library. (Attachment)

B. Friends of San Francisco Public Library ballot initiative update

Jane Winslow, Director of Friends, advised of recent Friends accomplishments and gifts to SFPL and announced that as of last Saturday 33,000 signatures had been gathered for the ballot initiative for stable library funding. Ms. Winslow stated that the Friends' goal is to get 42,503 valid signatures by February 20, 1994, to qualify for the June ballot.

Mr. Dowlin thanked the Friends of the Library for contributing a new P.A. system.

VII. Finance Committee Report, Commissioner Mark A. Orsi, Chair

A. Review of budget scenarios for FY 1994/95

Staff reviewed budget scenarios showing service impacts reflecting a $1.9 million and $600,000 reduction following the Commission's priorities. (Attachment)

B. Approval of FY 1994/95 budget request

It was moved by Commissioner Casey to approve budget scenario #1 with a $1.9 million target reduction for FY 1994/95.

Nick Pasquilleri, library patron, stated he was against privatizing the Library and felt that it was an inappropriate Commission discussion.

David Gabler, Local 790 business agent, stated that discussing privatization in conjunction with the budget is a mistake and he suggested that the pilot program be a separate discussion. Mr. Gabler stated that the transference of branches to the community does not save money.

President Herlihy stated that the transfer of closed branches to the community is intrinsically linked to the $1.9 million budget deficit.

Landis Whistler, Library TNT Chairman, thanked the Commission for publicizing privatization because he stated it angered citizens who then signed the Charter Amendment petitions.

Marsha Popper, Neighborhood Council member, supported separating privatization from the budget and expressed her concern regarding the Commission's apprehension of closing the branches and aggravating the public.

President Herlihy encouraged a full, free and frank discussion of all policy alternatives without regard to political correctness.

In response to public testimony Commissioner Casey agreed to separate the possible closing of branch libraries from the issue of privatization. She amended her motion to approve budget scenario #1, which reads: $1.9 million reduction, resulting in branches remaining open with full library service six days a week and one night at the six resource branches and a sixth day to be added to each site; full library services would be offered at the Library for the Blind and Library on Wheels five days a week and one night at four branches.

Action: **Approved:**
Aye: Commissioners Casey, Coulter, Gee, Orsi, Rosenberg
Opposed: President Herlihy

Commissioner Orsi made a follow-up motion that in the event a $1.9 million budget reduction takes place the Commission will pursue a pilot program that will remain undefined until it goes to the Finance Committee for further clarification.

Ed Regan, Library patron, stated he opposed the Library turning branches over to community groups.

Action: Unanimously approved

The Commission deferred action on scenarios #2 and #3 and referred them back to the Finance Committee before they are discussed at the Special Commission meeting scheduled for February 23, 1994, at 4:00 PM.

C. Approval of Library Improvement Bond interest

President Herlihy requested information by the next Commission meeting regarding how much net interest revenue has been generated in the last twelve months, for what purposes the net interest could be used, who makes the determination of usage and how much interest is available for branch renovation.

Russ Abel, Assistant City Architect, stated that the interest generated for library capital projects since November 1993, is $11,353,816. Mr. Abel agreed to arrange for the Commission to receive quarterly interest projections.

In response to Ed Regan's inquiry President Herlihy stated that Parkside Branch was not listed for seismic retrofit.

Commissioner Casey moved to appropriate $1,995,412 in Library Improvement Bond interest for Branch renovations with $1,052,545 to be spent on the Chinatown Branch Library, the remaining $900,000 to be spent on the Mission Branch Library and a combination of construction and temporary location costs.

Action: Unanimously approved

D. Privatization

A staff report on privatization in government was submitted for Commission review.
(Attachment)

President Herlihy briefed the Commission on his telephone discussions with two consulting groups regarding private models with Public Strategies Inc. in Saint Paul, Minneapolis and Education Alternatives in Baltimore, Maryland.

Commissioner Rosenberg commented that she would like to explore whether the private models can be transferred to the Library system.

President Herlihy requested Mr. Dowlin to research other models for Library application.

Ed Regan stated that public and private entities should remain separate.

President Herlihy stated that if privatization does become a policy decision that the Commission would continue to support universal free access to the public Library system.

Jason Gibbs, Librarians' Guild representative, requested that the Commission remain mindful of the Library's Mission Statement of free and equal access when developing their policy decision. He emphasized that the Library staff has always risen to the challenges of budget cuts and has performed at higher levels under increasingly difficult circumstances.

In response to Landis Whistler President Herlihy speculated that if community groups assume responsibility of running a Branch that they would probably select their own staff. Mr. Whistler stated that the concept of a less qualified librarian denigrates the current library staff.

President Herlihy directed staff to contact the consulting group contracting with the Baltimore school system, in order to assist the Commission towards developing possible models for the San Francisco Public Library system.

In response to Mr. Regan, President Herlihy stated that there are approximately 350 volunteers who participate on an active basis with the branches.

VIII. Planning Committee Report, Commissioner Steven A. Coulter, Chair

A. Commissioner Coulter reported that discussion on both the affinity groups and the Five Year Plan was on-going.

B. President Herlihy directed Marcia Schneider, Community Relations Librarian and Neel Parikh, Chief of Branches, to assist in coordinating the upcoming town meetings. Commissioner Coulter and Gee stated that at the next Planning Committee meeting a tentative schedule and agenda will be formulated and made available for the Special Commission meeting of February 23rd.

IX. Building and Facilities Committee Report, Commissioner Barbara C. Rosenberg, Chair

Commissioner Rosenberg commented that her Committee items were already addressed during previous Commission discussion.

X. Librarian's Guild

No report

XI. New Business

None

XII. Executive Session

Executive Session was postponed until the Special Commission meeting of February 23, 1994.

XIII. Public Comment

Landis Whistler stated that his group has joined forces with the Friends of the Library regarding the Charter Amendment. He noted that Library TNT has been restricted by the Library in placing membership applications and news letters in the branches and

questioned why one support group can have permission and another cannot.

Julia Moll, Deputy City Attorney, stated that she has received a request for advice from the department and will research the issue.

Ed Regan suggested that the town meeting announcements be located outside of the Library indicating the meeting date, time and location.

The regular Commission meeting of February 1, 1994, was adjourned at 7:32 PM.

Donna Marion

Donna Marion
Assistant to the Library Commission

2/8/94:dm

The aforementioned minutes are draft minutes subject to approval at the next regularly scheduled Commission meeting.

Resolution #1667

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1994. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JANUARY, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of January, 1994, be approved:

3602 Library Page

Angney, Heather
Lei, Katherine
Mangampat, Mark
Murphy, Jeff
Tran, Minh

AND FURTHER, That the following separations from Temporary, Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Ho, Lana
Hoffman, Miranda

Addendum of agenda for regular Commission meeting Tuesday, February 1, 1994, of the San Francisco Public Library Commission.

AGENDA:

Finance Committee Report: Commissioner Mark Orsi, Committee Chair

D. Approval to appropriate $1,995,412 in Library Improvement Bond interest for Branch renovations

1/27/94:dm

BUDGET SCENARIOS FOR FY 1994/95

Service Impacts with a $1.9 million and $600,000 reduction following the Library Commission's priorities:

SAN FRANCISCO PUBLIC LIBRARY			
	Main	Branches	Technical Services & Automation
#1 $1.9 million reduction ***Priorities:*** close branches as needed, as a pilot program offer branches for adoption by community, maintain services in remaining branches without diluting service, centralize book selection, step up volunteer program		LAYOFFS: 64 Volunteer Target: 10 active volunteers at each Resource Branch (6 sites) and 5 active volunteers at the other branches (5 sites) and bookmobile RESULT: **Branches remaining open:** full library service would be offered six days a week and one night at the six resource branches (Chinatown, Mission, Richmond, West Portal, Excelsior, Sunset) a sixth day would be added to each site; full library services would be offered at the Library for the Blind, Library on Wheels, five days a week and one night at four branches (Marina, Merced, Ortega, Bayview) **Branches turned over to the community: branches would be closed if the community could not run them;** MOU's would be negotiated with 16 community agencies to operate the library facilities; communities may bid to run these as libraries or to provide specific non-library services for the community; branches would have NO paid city employees connected with them; book collections would be reduced and no book budget would be assigned to these branches; all equipment and computers would be removed; the library would work with the community to set up circulation procedures; all regular library services would be eliminated, MOU's would be negotiated March to June 1994; MOU's would have to take effect July 1, 1994; Real Estate and City Attorney costs would be included	

SAN FRANCISCO PUBLIC LIBRARY

	Main	Branches	Technical Services & Automation
#2 $600,000 Pilot Program ***Priorities:*** close branches as needed, as a pilot program offer branches for adoption by community, maintain services in remaining branches without diluting service, centralize book selection, step up volunteer program		LAYOFFS: 15 Volunteer Target: 10 active volunteers at each Resource Branch (6 sites) and 5 active volunteers at the other branches (5 sites) and bookmobile RESULT: Initiate 11 pilot programs, to take over the operation of their branch library for the second half of FY 94/95; steps involved in the first half of FY 94/95 include: *consulting with the City Attorney and Real Estate Depts to develop an RFP for neighborhood groups to "bid" on branches; Commission would select a neighborhood group based on a bid; City Attorney would negotiate a contract with the organization; Real Estate Bureau would review property issues and participate in contract negotiation, the Commission would approve a contract* **Branches remaining open:** service, staffing and open hours would remain the same; workload and circulation would increase; volunteers would be increased at these sites; volunteers would work open hours only; **Branches turned over to the community: branches would be closed if the community could not run them;** pilot community run branches would be **budgeted to operate for 6 months;** *the branches identified are 6 neighborhood branches Bernal, Eureka Valley, Noe Valley, North Beach, Parkside and Park; and 5 reading centers: Glen Park, Golden Gate Valley, Ingleside, Portola, and Presidio;* communities may bid to run these as libraries; branches would have NO paid city employees connected with them; book collections would be reduced and no book budget would be assigned to these branches; all equipment and computers would be removed; the library would work with the community to set up circulation procedures; all regular library services would be eliminated	

SAN FRANCISCO PUBLIC LIBRARY

	Main	Branches	Technical Services & Automation
#3 $600,000 Pair Branches ***Priorities:*** preserve quality library services at as many branches as possible, enhancing open hours as necessary		LAYOFFS: 15 Volunteer Target: 10 active volunteers at each Resource Branch (6 sites) and 3 active volunteers at the other branches (21 sites) and bookmobile **Pairing:** *using the same staff at 2 sites with one site open 2 days a week and the other open 3 days a week* RESULT: This scenario pairs 16 sites; **Branches remaining unpaired:** full library services would be offered 6 days a week with one night at the six resource branches (Chinatown, Mission, Richmond, West Portal, Excelsior and Sunset) a sixth day would be added to each site; full library services would be offered 5 days a week and one night at four branches (Marina, Merced, Ortega, and Bayview or Bernal) and the Library for the Blind, **Branches that are paired:** the same staff would work at 2 sites with one site open 2 days a week and the other open 3 days a week, branches that would be paired: Anza, Parkside, North Beach, Bernal, Park, Western Addition, Eureka Valley, Noe Valley, Ingleside, Ocean View, Glen Park, Potrero, Portola, Visitacion Valley, Golden Gate Valley and Presidio; regular library services would be offered during open hours; children's librarians at regular branches would be assigned to visit elementary school classes throughout the City; Children's programming would be increased at the unpaired sites	

January 24, 1994

MEMORANDUM

TO: LIBRARY COMMISSION
ADMINISTRATION TEAM
PUBLIC DISTRIBUTION

FROM: CITY LIBRARIAN

SUBJECT: **ONGOING STATISTICS REPORT**

Pursuant to the discussion of goals for the City Librarian during the last evaluation process, I committed to provide a quarterly statistical report to the Library Commission and the public.

In order to provide the Commission with quarterly activity reports, the staff and I have been working on assemblying a comprehensive, yet simple report as follows:

1. The reports will be presented publicly at the Commission meeting the month after the close of the quarter. (This is because the Commission meeting is usually right after the end of the month).

2. The first report will include base line data from the end of last fiscal year for comparison purposes.

3. The primary focus for the reports will be on change and, whether the activity level goes up or down.

4. We will continue to refine this report in terms of targeting the information desired by the Commission. We plan to automate the collection of these statistics as much as possible, although there are still major parts which have to be collected through sampling or counts by staff.

SAN FRANCISCO PUBLIC LIBRARY · Civic Center · San Francisco · California · 94102

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B. Branch Library Inventory Statistics as of December 31, 1993.

C. Technical Services Database Activities for July 1 - December 31, 1993.

Statistic.ked
1/25/94/rs

SAN FRANCISCO PUBLIC LIBRARY

STATISTICS

JULY 1, 1993 - DECEMBER 31, 1993

SERVICES

SAN FRANCISCO PUBLIC LIBRARY
June 1993 Circulation
(with FY 1992/93 totals)

	Adult	YA	Juvenile	Total	Year to Date	Last Year	% Change
BRANCHES							
Anza	6,714	178	3,622	10,514	89,656	85,167	5.27%
Bayview	1,602	46	1,046	2,694	24,230	24,363	−0.55%
Bernal	2,384	44	2,181	4,609	51,839	52,703	−1.64%
Branch Room	326	0	6	332	3,704	N/A	N/A
Chinatown	23,453	300	5,505	29,258	285,510	326,202	−12.47%
Eureka Valley	5,409	7	1,611	7,027	73,314	79,007	−7.21%
Excelsior	8,476	63	3,823	12,362	107,945	118,970	−9.27%
Glen Park	1,856	17	1,255	3,128	28,992	30,046	−3.51%
Golden Gate	3,183	0	309	3,492	38,018	37,117	2.43%
Ingleside	2,223	10	1,782	4,015	36,057	32,138	12.19%
Lib. f/t Blind	3,993	0	44	4,037	41,655	41,713	−0.14%
Lib. on Wheels	986	0	6	992	7,580	6,661	13.80%
Marina	9,760	33	2,099	11,892	133,289	124,897	6.72%
Merced	6,857	57	3,625	10,539	105,305	105,457	−0.14%
Mission	14,890	174	5,195	20,259	191,093	201,116	−4.98%
Noe Valley	3,698	19	2,586	6,303	70,563	68,906	2.40%
North Beach	6,155	23	2,333	8,511	91,313	74,442	22.66%
Ocean View	236	11	210	457	5,354	4,990	7.30%
Ortega	8,457	70	6,078	14,605	157,032	148,661	5.63%
Park	3,018	19	1,187	4,224	38,300	12,642	N/A
Parkside	6,132	121	3,437	9,690	109,760	104,611	4.92%
Portola	1,126	28	2,161	3,315	27,280	26,425	3.23%
Potrero	1,931	16	938	2,885	32,420	35,426	−8.49%
Presidio	3,551	14	1,642	5,207	47,678	15,235	N/A
Richmond	19,844	185	7,981	28,010	269,603	290,127	−7.07%
Sunset	4,299	3	3,483	7,785	7,855	115,101	N/A
Visitacion Valley	992	44	1,484	2,520	21,327	23,664	−9.88%
West Portal	12,583	9	5,921	18,513	199,371	206,905	−3.64%
Western Add.	6,247	23	1,596	7,866	86,588	92,810	−6.70%
BRANCH TOTAL:	170,381	1,514	73,146	245,041	2,382,627	2,485,502	−4.14%
MAIN LIBRARY:	54,742	290	7,580	62,612	711,314	823,934	−13.67%
LIBRARY TOTALS	225,123	1,804	80,726	307,653	3,093,941	3,309,436	−6.51%

Notes: Park, Presido and Sunset were closed part of the year.
The YA column does not accurately represent total circulation of this material; YA paperback circulation is currently included under Adult circulation due to the way we check out these items.

SERVICES B

SAN FRANCISCO PUBLIC LIBRARY
December 1993 Circulation

	Adult	YA	Juvenile	Total	Year to Date	Last Year	% Change
BRANCHES							
Anza	3,605	65	2,199	5,869	45,114	43,893	2.78%
Bayview	1,230	31	606	1,867	15,057	11,911	26.41%
Bernal	1,983	17	1,505	3,505	28,262	25,935	8.97%
Branch Room	284	1	18	303	1,182	2,206	−46.42%
Chinatown	0	0	0	0	100,083	144,349	N/A
Eureka Valley	4,917	15	932	5,864	38,208	35,238	8.43%
Excelsior	5,699	55	2,671	8,425	58,220	51,084	13.97%
Glen Park	1,530	10	896	2,436	16,532	13,319	24.12%
Golden Gate	2,723	0	255	2,978	18,986	18,413	3.11%
Ingleside	1,858	12	769	2,639	17,927	17,770	0.88%
Lib. f/t Blind	3,610	0	145	3,755	23,131	21,085	9.70%
Lib. on Wheels	413	0	0	413	4,227	3,870	9.22%
Marina	7,766	23	1,686	9,475	70,268	67,200	4.57%
Merced	6,356	43	2,250	8,649	58,335	51,235	13.86%
Mission	11,488	60	3,049	14,597	102,394	94,730	8.09%
Noe Valley	3,480	18	1,938	5,436	39,463	35,269	11.89%
North Beach	7,472	57	2,692	10,221	51,188	45,124	13.44%
Ocean View	355	9	231	595	3,189	2,657	20.02%
Ortega	7,448	43	4,268	11,759	80,487	75,405	6.74%
Park	1,994	11	711	2,716	17,944	18,483	−2.92%
Parkside	5,178	59	2,337	7,574	48,690	56,783	−14.25%
Portola	1,095	12	1,156	2,263	16,552	13,256	24.86%
Potrero	2,004	18	688	2,710	17,299	15,691	10.25%
Presidio	2,856	2	943	3,801	24,372	20,835	16.98%
Richmond	17,215	108	4,822	22,145	145,485	132,713	9.62%
Sunset	8,376	17	4,609	13,002	85,239	N/A	N/A
Visitacion Valley	1,404	25	949	2,378	15,614	10,449	49.43%
West Portal	10,141	16	3,980	14,137	101,369	98,910	2.49%
Western Add.	5,656	10	1,348	7,014	46,052	43,763	5.23%
BRANCH TOTAL:	128,136	737	47,653	176,526	1,290,869	1,171,576	10.18%
MAIN LIBRARY:	53,525	218	7,146	60,889	371,276	345,609	7.43%
LIBRARY TOTALS	181,661	955	54,799	237,415	1,662,145	1,517,185	9.55%

SAN FRANCISCO PUBLIC LIBRARY
CHILDREN'S PROGRAM STATISTICS
JULY 1, 1992 – JUNE 30, 1993

	STORYTIMES		MEDIA PROGRAMS		SPECIAL PROGRAMS		LIBRARY VISITS FROM GROUPS		LIBRARIAN VISITS TO SCHOOLS/GROUPS		SUMMER READING PARTICIPANTS		TOTAL PROGRAM	TOTAL ATTEND
	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	ENROLL	COMPLTE		
BRANCHES														
ANZA	51	740	16	1,098	35	1,255	89	1,183	5	1,187	292	131	197	5,755
BAYVIEW/WADEN	27	1,120	33	1,277	10	190	16	439	12	386	114	43	99	3,526
BERNAL	27	741	12	535	10	405	35	785	14	641			99	3,107
CHINATOWN	32	127	92	4,301	15	621	34	757	71	2,090	245	96	245	8,141
EUREKA VALLEY	29	344	7	247	10	381	20	344	10	237	84	53	77	1,637
EXCELSIOR	27	568	28	1,161	18	522	24	510	53	1,642	375	170	151	4,778
GLEN PARK**	13	260	23	476	4	242	3	69	4	0	100	54	48	1,147
GOLDEN GATE VALLEY	0	0	0	0	0	0	0	0	0	0	23	18	1	23
INGLESIDE	16	312	5	31	25	624	10	202	39	850	235	130	96	2,254
LIBRARY F/T BLIND	0	0	0	0	0	0	0	0	0	0	0	0	1	0
MARINA	32	343	6	218	3	179	113	2,304	15	393	109	87	170	3,546
MERCED	112	2,357	0	0	5	240	66	1,718	36	1,070	368	225	220	5,753
MISSION	54	2,710	6	320	5	289	30	700	3	44	419	194	99	4,482
NOE VALLEY	54	1,110	19	776	3	81	56	569	18	454	92	41	151	3,082
NORTH BEACH**	40	749	35	1,730	2	121	38	721	6	975	230	117	122	4,526
OCEAN VIEW	9	62	11	137	12	264	9	202	33	956	55	19	75	1,676
ORTEGA	63	1,361	18	366	33	1,163	18	402	29	1,006	518	323	162	4,816
PARK**	29	212	16	557	10	160	41	576	15	670	64	26	112	2,239
PARKSIDE	51	1,600	18	827	13	475	4	68	1	17	366	155	88	3,353
PORTOLA	13	291	15	277	21	587	63	1,637	101	2,526	332	153	214	5,650
POTRERO	50	796	5	74	0	0	1	9	0	0	101	52	57	980
PRESIDIO	15	296	2	114	8	198	36	539	9	1,021	65	45	71	2,233
RICHMOND	107	2,298	36	2,014	24	1,189	138	1,652	64	1,909	596	257	370	9,658
SUNSET*	1	10	1	25	1	111	4	90	2	50	NA	NA	10	286
VISITACION VALLEY	17	726	17	635	13	467	5	158	31	1,775	178	81	84	3,939
WEST PORTAL	123	1,514	17	492	4	165	25	546	132	2,860	518	183	302	6,095
WESTERN ADDITION	63	1,051	20	385	7	175	18	467	9	270	247	116	118	2,595
TOTAL	1,055	21,698	458	18,073	291	10,104	896	16,647	712	23,029	5,726	2,769	3,439	95,277
MAIN LIBRARY														
CHILDREN'S ROOM	47	1,244	74	4,069	65	2,743	165	2,708	17	2,378	635	359	369	13,777
DEAF SERVICES	0	0	0	0	0	0	0	0	0	0	3	1	1	3
TOTAL	47	1,244	74	4,069	65	2,743	165	2,708	17	2,378	638	360	370	13,780
OCS OUTREACH									24	5,385			24	5,385
SYSTEM TOTALS	1,102	22,942	532	22,142	356	12,847	1,061	19,355	753	30,792	6,364	3,129	3,833	114,442

* Sunset was closed for renovation 2/10/92 – 6/14/93.
** Glen Park, North Beach and Park were opened Saturdays from Jan 1993 – June 1993
OCS OCS Middle School Liaisons began work in March, 1993

SERVICES D

SAN FRANCISCO PUBLIC LIBRARY
CHILDREN'S PROGRAM STATISTICS
JULY 1, 1993 – DECEMBER 31, 1993

	STORYTIMES		MEDIA PROGRAMS		SPECIAL PROGRAMS		LIBRARY VISITS FROM GROUPS		LIBRARIAN VISITS TO SCHOOLS/GROU		SUMMER READING PARTICIPANTS		TOTAL PROGRAM	TOTAL ATTEND
	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	ENROLL	COMPLETE		
BRANCHES														
ANZA	35	469	22	885	32	346	27	475	3	233	329	140	90	2,029
BAYVIEW/WADEN	46	1,851	13	358	2	42	41	1,250	0	0	295	142	91	3,563
BERNAL	14	421	23	547	4	110	41	1,250	2	52	247	121	43	1,376
CHINATOWN	17	115	0	0	6	166	12	266	0	0	245	105	30	526
EUREKA VALLEY	19	245	5	101	3	125	22	288	0	0	123	85	28	594
EXCELSIOR	13	282	16	615	9	445	8	212	0	0	384	172	46	1,968
GLEN PARK	6	205	7	305	0	0	1	29	0	0	134	123	14	644
GOLDEN GATE VALLEY	0	0	0	0	0	0	0	0	0	0	15	13	0	15
INGLESIDE	10	152	1	8	19	383	12	317	0	0	311	216	38	948
LIBRARY F/T BLIND	0	0	0	0	0	0	0	0	0	0			0	0
MARINA	16	138	10	368	4	205	5	64	2	32	237	109	31	948
MERCED	17	340	8	62	0	0	5	64	0	0	429	365	26	831
MISSION	39	1,906	9	647	5	307	28	494	1	55	458	190	54	3,318
NOE VALLEY	28	515	11	527	0	0	23	262	1	2	129	90	40	1,171
NORTH BEACH	34	542	25	1,191	6	377	35	586	0	0	217	150	66	2,327
OCEAN VIEW	2	15	0	0	9	149	2	27	0	0	53	28	18	247
ORTEGA	24	687	27	330	19	703	17	415	18	501	669	366	70	2,389
PARK	14	132	6	255	8	118	26	300	1	25	80	37	29	585
PARKSIDE	13	687	10	533	3	146	7	152	4	120	153	102	39	1,571
PORTOLA	11	258	10	169	19	539	29	801	20	488	385	199	41	1,351
POTRERO	31	212	4	34	5	74	0	0	5	120	77	40	41	437
PRESIDIO	5	68	0	0	2	40	12	132		0	92	85	8	200
RICHMOND	53	979	18	941	12	481	50	857		0	659	415	84	3,060
SUNSET	22	979	19	666	17	657	52	1,118	0	0	686	452	59	2,674
VISITACION VALLEY	5	162	8	363	10	526	5	116	0	0	217	123	24	1.268
WEST PORTAL	62	747	10	205	4	98	11	274	46	385	548	348	77	1,598
WESTERN ADDITION	46	505	25	601	10	279	57	1,194	0	0	332	280	83	1,727
TOTAL	582	12,612	287	9.711	208	6,316	528	10,943	103	2,013	7,504	4,496	1,170	37,365
MAIN LIBRARY														
CHILDREN'S ROOM	25	569	27	1,962	52	1,844	76	1,111	79	1,762	496	235	110	5,020
DEAF SERVICES														
TOTAL	25	569	27	1,962	52	1,844	76	1,111	79	1,762			110	5.020
OCS OUTREACH					2	39			69	9,172			71	9,211
SYSTEM TOTALS	607	13,181	314	11,673	262	8,199	604	12,054	251	12,947	7,504	4,496	1,351	51,596

SERVICES E

SAN FRANCISCO PUBLIC LIBRARY
PATRON VISITS TO THE LIBRARY*

BRANCHES	1992/93 FISCAL YEAR	1991/92 FISCAL YEAR	PERCENTAGE CHANGE
Anza	58,251	64,940	−10.30%
Bayview−A.E.Waden	58,138	40,222	44.54%
Bernal	79,687	76,602	4.03%
Chinatown**	335,769	459,987	−27.00%
Eureka Valley	58,406	41,613	40.36%
Excelsior**	113,638	129,106	−11.98%
Glen Park*	16,704	17,536	−4.74%
Golden Gate Valley	38,140	41,475	−8.04%
Ingleside	33,522	44,886	−25.32%
Library for the Blind	5,417	5,680	−4.63%
Library on Wheels (1)	NA	1,755	NA
Marina	176,772	101,024	74.98%
Merced	86,223	181,053	−52.38%
Mission**	187,645	229,838	−18.36%
Noe Valley	59,303	77,600	−23.58%
North Beach*	135,878	70,131	93.75%
Ocean View	11,624	4,899	137.26%
Ortega	148,186	121,148	22.32%
Park* (2)	33,408	NA	NA
Parkside	115,004	80,055	43.66%
Portola	47,953	22,796	110.36%
Potrero	43,545	38,477	13.17%
Presidio (3)	54,960	7,210	662.27%
Richmond**	243,094	244,293	−0.49%
Sunset** (4)	NA	115,165	NA
Visitacion Valley	15,453	42,579	−63.71%
West Portal	128,475	126,207	1.80%
Western Addition	83,946	73,195	14.69%
BRANCH TOTAL	2,369,143	2,459,471	−3.67%

(1) Library on Wheels stops were discontinued 5/20/92−11/10/92.
(2) Park was closed for renovation 9/14/90−2/10/92.
(3) Presidio was closed for renovation 3/24/91−1/28/92.
(4) Sunset was closed for renovation 2/10/92−6/14/93.
* Open 5 extra hours on Saturdays 1/16/93−6/5/93.
** Open hours reduced from 42 to 34 per week on 6/8/92.

MAIN TOTAL	925,451	979,238	−5.49%

Main Library open hours were reduced from 51 to 47 per week on 6/8/92.

SYSTEM TOTALS	3,294,594	3,438,709	−4.19%

* These statistics are taken from counters at the doors of the Main Library and 3 branches or calculated from a sample count taken once every 6 months.

24−Jan−94

SAN FRANCISCO PUBLIC LIBRARY
PATRON VISITS TO THE LIBRARY*

July 1 – Dec. 31, 1993

BRANCHES	FISCAL YEAR TO DATE	LAST YEAR TO DATE	PERCENTAGE CHANGE
Anza	39,999	35,464	12.79%
Bayview – A.E.Waden	28,453	24,538	15.96%
Bernal	36,480	27,040	34.91%
Chinatown#	103,277	170,128	−39.29%
Eureka Valley	36,558	26,150	39.80%
Excelsior	73,472	50,776	44.70%
Glen Park	15,221	9,954	52.91%
Golden Gate Valley	15,180	20,973	−27.62%
Ingleside	18,180	15,253	19.19%
Library for the Blind	4,268	2,366	80.39%
Library on Wheels##	2,613	NA	NA
Marina	87,439	76,024	15.02%
Merced	37,556	50,290	−25.32%
Mission	97,313	94,140	3.37%
Noe Valley	30,569	33,973	−10.02%
North Beach	76,426	56,183	36.03%
Ocean View	7,252	7,488	−3.15%
Ortega	68,864	73,631	−6.47%
Park	16,037	14,508	10.54%
Parkside	55,402	56,850	−2.55%
Portola	21,698	29,553	−26.58%
Potrero	18,414	23,868	−22.85%
Presidio	15,150	38,331	−60.48%
Richmond	105,042	128,960	−18.55%
Sunset###	108,295	CLOSED FOR RENOVATION	
Visitacion Valley	7,333	9,187	−20.17%
West Portal	61,035	58,737	3.91%
Western Addition	40,371	42,628	−5.29%
BRANCH TOTAL	1,227,898	1,176,995	4.32%

# Chinatown Branch closed while moving to an alternate site, 10/25/93 – 1/10/94.
Library on Wheels stops were discontinued 5/28/92 – 11/10/92. ### Sunset was closed for renovation 2/10/92 – 6/14/93.

MAIN TOTAL	443,529	459,241	−3.42%

SYSTEM TOTALS	1,671,427	1,636,236	2.15%

* These statistics are taken from counters at the doors of the Main Library and 3 branches or calculated from a sample count taken once every 6 months.

20 – Jan – 94

SERVICES G

SAN FRANCISCO PUBLIC LIBRARY
December 1993 Registration

	Adult	Bus	Dep	ILL	Juv	Mil	Res	Sen	Staff	YA	Total
BRANCHES											
Anza	18	0	0	0	26	0	0	1	0	1	46
Bayview	29	0	0	0	17	0	0	0	0	2	48
Bernal	25	0	0	0	10	0	0	0	0	1	36
Chinatown	0	0	0	0	0	0	0	0	0	0	0
Eureka Valley	58	0	0	0	4	0	1	1	0	0	64
Excelsior	70	0	0	0	37	0	10	3	0	7	127
Glen Park	16	0	0	0	4	0	0	0	0	2	22
Golden Gate	23	0	0	0	1	0	0	2	0	1	27
Ingleside	11	0	0	0	37	0	0	0	0	0	48
Lib. on Wheels	10	0	0	0	0	0	0	0	0	0	10
Marina	88	0	0	0	12	0	2	1	0	5	108
Merced	37	0	0	0	16	0	0	4	0	8	65
Mission	197	1	0	0	60	0	1	3	0	9	271
Noe	37	0	0	0	17	0	1	0	0	1	56
North Beach	52	0	0	0	16	0	1	2	0	3	74
Ocean View	4	0	0	0	5	0	0	0	0	0	9
Ortega	26	0	0	0	31	0	0	0	0	1	58
Park	35	0	0	0	2	0	0	0	0	1	38
Parkside	40	0	0	0	14	0	4	0	0	2	60
Portola	15	0	0	0	30	0	2	0	0	4	51
Potrero	25	0	0	0	7	0	1	1	0	1	35
Presidio	22	0	0	0	6	0	1	0	0	2	31
Richmond	113	0	0	0	38	0	0	5	0	11	167
Sunset	96	0	0	0	43	0	0	3	0	7	149
Visitacion Valley	9	0	0	0	16	0	0	2	0	3	30
West Portal	69	0	0	0	24	0	1	3	0	4	101
Western Add.	69	0	0	0	15	0	2	2	0	3	91
BRANCH TOTAL:	1,194	1	0	0	488	0	27	33	0	79	1,822
MAIN LIBRARY:	1,093	1	0	0	104	0	147	23	2	26	1,396
LIBRARY TOTALS	2,287	2	0	0	592	0	174	56	2	105	3,218

SERVICES H

Additional Activity Counts

1. Total Patron Registration File

June 30, 1993	449,767
December 31, 1993	473,611
Total / Increase 5%	23,844

2. Main Library Telephone Calls

September, 1993	68,383
October, 1993	71,320
November, 1993	74,130
December, 1993	58,118

COLLECTIONS

MAIN LIBRARY COLLECTIONS ACCESS SURVEY (INVENTORY) VOLUMES/ITEMS

	Total # of Items	# Inventoried
Monographs:		
Circ		
General Colls		
(including Carlson)	800,000 est.	800,000
Loma Prieta	30,000 est.	-
Reference	250,000 est.	15,000
Serials/Periodicals ess		
Services:	150,000	
Non-Book Formats:		
Computer Software(Disks/CD-Roms)	102	-
Maps (bound vols.)	2,000	2,000
Microforms[5]		
Scores		
Sheet (X-Class)	30,000 (pts)	-
Orchestral Scores	4,000 (pts)	-
Miniature Scores	4,500	-
Bound Scores	n/a	-
(included in monographs)		
Sound recordings		
Audio-Cassettes		
General Collections	500	500
S.F. History Room	200	-
Compact Discs	603	603
Phono-discs	9,000	-
Videos		
General Collections	6,000	6,000
Deaf Services	1,000	1,000
S.F. History Room	200	200
Languages other than English:		
ROMAN ALPHABET LANGUAGES:		
European languages materials		
(Included in general categories above)		
Asian languages materials		
Tagalog		
Books	245	245
Vietnamese		
Books	3,700	3,700
Videos	36	-
CDs	62	-
Audiocassettes	7	2

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[5] With the exception of government documents, titles in microforms format (fiche and film) are cataloged and included in other categories (primarily "Serials/Periodicals/Business Services". Individual microfiche or microfilm reels have not been inventoried.

MAIN LIBRARY COLLECTIONS ACCESS SURVEY (INVENTORY)
VOLUMES/ITEMS

	Total # of Items	# Inventoried
Languages other than English:		
NON-ROMAN ALPHABET LANGUAGES:		
Asian languages Materials		
Chinese		
Books	5,450	5,000
Videos	48	-
CDs	66	-
Audiocassettes	149	149
Japanese Books	1,550	1,550
Korean		
Books	1,100	1,100
Audiocassettes	39	39
Thai Books	830	680
Other languages/misc formats	350	350
Russian language Books	1,875	1,875
Documents:		
Misc. Fed/State/Local	35,000	35,000
Federal	4,731,488	-
(vols= 2,305,000)		
(fiche= 2,226,000)		
(maps= 200,000)		
(nautical charts= 200)		
(CD-ROMs= 288)		
California		
State	300,000 est.	-
San Francisco	60,000 est.	-
Regional	3,000 est.	-
United Nations	20,000 est.	-
Historical/Rare/Special Collections:		
Alice in Wonderland	90	-
Beatrix Potter	160	-
California Authors	600	-
E.L. Morris Hist.	12,000	-
Fox	2,500	-
Frost	300	-
Harrison	1,700	-
Holmes	500	-
McComas	3,600	-
Panama Canal	250	-
SCOWAH	15,000	-

MAIN LIBRARY COLLECTIONS ACCESS SURVEY (INVENTORY)
VOLUMES/ITEMS

	Total # of Items	# Inventoried
Historical/Rare/Special Collections (cont'd):		
Grabhorn	3,250	-
Bookbinding		
Art		
Limited Editions		
Papermaking		
TYPO	1,100	-
****Other Historical/Rare/ Special Collections:**		
Art and Music Department		
Vertical File Materials		
S.F. Bay Area Art/Music	200,000	-
California Artists	50,000	-
California Musicians	20,000	-
Art Exhibition Catalogs (included in monographs)	n/a	n/a
Gay and Lesbian Center		
Books	11,000	1,000
Manuscripts/Archival Materials		
Peter Adair	64 cu.ft.	
Dan Curzon	n/a	
Rob Epstein	108 cu.ft.	
Barbara Grier	60.8 cu.ft.	
Randy Shilts	n/a	
Other	16 cu.ft.	
Dorothy Starr (Music)	2,000,000	500
Manuscripts/Archival Collections	unknown	-

Many of these collections contain miscellaneous items-- documents, artifacts, films, audiotapes, framed prints, photographs, regalia, etc.

Some examples of manuscript/archival collections held in Special Collections (and number of items when known)--

Alcatraz Indian Occupation Archives	(10,000)
Weis-Double Play Archive	(12,000)
Mammie Pleasant Archive	(300)
Mayor Joseph Alioto Archive	(100,000)
Mayor Art Agnos Archive	(10,000)
Mayor Diane Feinstein Archive	(50,000)

MAIN LIBRARY COLLECTIONS ACCESS SURVEY (INVENTORY)
VOLUMES/ITEMS

	Total # of Items	# Inventoried
Other Historical/Rare/ Special Collections (cont'd):		
Manuscripts/Archival Collections (cont'd)		
Some examples of manuscript/archival collections held in Special Collections (and number of items when known)--		
S.F. Union Archive	(6,000)	
Eric Hoffer Archive	(10,000)	
Colin Wilcox Archive	(5,000)	
John McLaren Papers		
James Phelan correspondence		
San Francisco and California Authors		
San Francisco History Room and Californiana Materials		
Diaries	unknown	-
Framed Prints	600	-
Hippie Collection	5,000	-
Italian American Collection	50,000	-
Land grants	unknown	-
Ledgers/records	unknown	-
Maps	1,900	-
Memorabilia	unknown	-
Menus	500	-
Misc. Archival Materials are listed above in "*Manuscripts/Archival Collections*"		
Oral Histories	unknown	-
S.F. Architecture		-
Blueprints and Plans	300	-
Building File	50,000	-
Jr. League Addresses File	16,000 addresses	-
S.F. Earthquakes	21,000	-
S.F. Fairs and Expositions		
1894 Midwinter	3,000	-
Pan-Pacific, 1915	25,000	-
Treasure Island, 1939	12,000	-
S.F. Theater Collection	300,000	-
S.F. Public Library Archive	48,000	-
Scrapbooks		
Major	59 books	
Misc	unknown	
Sheet Music	6,000	-
Slides/Images	35,000	-

MAIN LIBRARY COLLECTIONS ACCESS SURVEY (INVENTORY)
VOLUMES/ITEMS

	Total # of Items	# Inventoried
****Other Historical/Rare/ Special Collections (cont'd):**		
San Francisco History Room and Californiana Materials (cont'd)		
Vertical File Materials		
San Francisco		
General	600,000	-
Special Subjects	173,000	-
Clipping Files		
Examiner Morgue	40,000,000	-
Photos		
San Francisco	300,000	-
General Subjects	3,000,000	-

** This list highlights some of the most important, rare and valuable collections that are held under the conservatorship of the San Francisco History Room, Special Collections and the Art and Music Department. These materials are in widely diverse formats and will require individual consideration for method of inventory. A detailed list of the collections, with descriptions, has been prepared by the staff of the Special Collections and Art and Music Departments and is available on request.

Technical Services (ml)   1/20/94

COLLECTIONS B

SAN FRANCISCO PUBLIC LIBRARY

BRANCH COLLECTIONS

AUGUST 8, 1993

BRANCHES	HARDBACK BOOK*	CATALOGED PBs**	PHONODISC	AUDIO CASSETTE	VIDEO	LANGUAGE PHONODISC	LANGUAGE CASSETTE	BOOKS ON TAPE	TOTAL
Anza	30,376	3,003	613	255	0	166	261	82	34,756
Bayview – A.E.Waden	24,209	3,336	291	317	0	12	0	26	28,191
Bernal	23,836	2,970	363	250	4	39	48	47	27,557
Chinatown	71,209	7,643	323	3,179	322	30	267	70	83,043
Eureka Valley	25,273	3,919	381	781	2	36	0	85	30,477
Excelsior	36,248	5,182	119	1,034	0	7	164	113	42,867
Glen Park	16,677	3,012	402	302	0	13	0	110	20,516
Golden Gate Valley	12,480	2,225	348	135	0	43	70	126	15,427
Ingleside	13,644	1,727	303	52	0	22	0	30	15,778
Library for the Blind ***	19	31	0	6	0	0	0	0	56
Library on Wheels	524	1,556	0	305	0	0	4	31	2,420
Marina	38,157	6,152	1,512	769	0	236	276	188	47,290
Merced	30,756	3,597	266	371	0	50	61	0	35,101
Mission	38,207	5,662	1,246	1,762	678	184	46	228	48,013
Noe Valley	21,816	4,133	553	379	0	41	116	20	27,058
North Beach	27,775	2,420	421	388	0	35	117	190	31,346
Ocean View	7,098	1,677	118	9	0	18	4	0	8,924
Ortega	32,753	4,013	762	596	0	41	142	37	38,344
Park	15,399	5,954	138	117	0	23	24	152	21,807
Parkside	27,625	2,231	486	352	0	82	172	59	31,007
Portola	9,932	1,963	185	31	0	15	14	0	12,140
Potrero	11,864	2,045	387	315	0	386	47	0	15,044
Presidio	17,498	1,654	320	839	0	14	212	128	20,665
Richmond	50,917	7,260	601	968	0	207	418	0	60,371
Sunset	25,005	3,886	882	1,237	0	141	13	150	31,314
Visitacion Valley	13,683	1,930	500	13	0	22	4	0	16,152
West Portal	43,889	4,791	659	481	0	72	164	156	50,212
Western Addition	38,640	9,262	595	197	192	38	114	251	49,289
BRANCH TOTALS	705,509	103,234	12,774	15,440	1,198	1,973	2,758	2,279	845,165

* McNaughton collections are not included.

** Only cataloged paperbacks are included. At present, no count of uncataloged paperbacks is available.

*** Only Library for the Blind's reference books have been converted to the computer system used by the rest of the Library.

20 – Jan – 94

TECHNICAL SERVICES
FY 1993/94
12/31/93

DATABASE ACTIVITIES

	BOOKS AND MAGAZINES	AUDIO CASSETTES	VIDEOS	CD's	SCORES	TOTAL THIS YEAR TO DATE	TOTAL LAST YEAR TO DATE	% CHANGE
NEW RECORDS (1)*	7,208	40	401	299	436	8,384	10,061	−16.67%
RECORDS CONVERTED (2) **	5,209	0	0	0	173	5,382	18,252	−70.51%
RECORDS UPGRADED (3)	107,862	0	0	0	0	,862	77,299	39.54%
COPIES INVENTORIED (4) **	56,866	892	825	453	374	59,410	94,262	−36.97%

(1) New cataloging records created in online computer catalogs (MARC records).
(2) Cataloging records converted from the card catalog to computer catalogs (MARC records).
(3) Computerized cataloging records that have been modified or upgraded.
(4) Copies of books and other library materials that have been barcoded and added to the database.

NOTES
*Book budget funds were held for 1st Qtr of FY1993/94. The purchase and receipt of new titles were delayed 2 months.
**In FY1992/93 the Reference Collections in the branch libraries were converted and inventoried from the card files to the online computer catalog.

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p3/54

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
Vice President

DONNA MILLER CASEY
STEVEN A. COULTER
MARK A. ORSI
BARBARA C. ROSENBERG
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

DOCUMENTS DEPT.
FEB 22 1994
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF SPECIAL MEETING

A Special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Wednesday, February 23, 1994

TIME: 4:00 PM

PLACE: Lurie Room, Main Library

PRESIDENT: James P. Herlihy

MEMBERS: Commissioners Casey, Coulter, Gee, Orsi, Rosenberg and Swig

AGENDA:

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **FINANCE COMMITTEE BUDGET RECOMMENDATION**

   Discussion and approval of Finance Committee's recommendation of budget reduction of $728,000 and priorities for Branch closures for FY 1994/95.

5. **BUDGET**

   Discussion and approval of budget policy to reduce the Library budget by $452,000 for FY 1994/95.

6. **PUBLIC COMMENT**

7. **EXECUTIVE SESSION**

   Executive Session to discuss quarterly evaluation of City Librarian's performance, pursuant to Government Code section 54957.

8. Pursuant to section 66.14 of the Sunshine Ordinance the Library Commission shall vote whether to disclose to the public any portion of its discussion which is not confidential.

9. **ADJOURNMENT**

2/19/94:dm

Office of the Mayor
San Francisco

FRANK M. JORDAN

February 22, 1994

Mr. James Herlihy
President of the Commission
San Francisco Public Library
45 Hyde Street
San Francisco, CA 94102

Dear ~~Mr. Herlihy~~: Tim!

It has come to my attention that the Public Library Commission is considering the closure of certain branch libraries as part of its budget submittal. I would like to make clear to you and your fellow commissioners my deeply held views on this issue. I do not believe it is in the best interests of the citizens of San Francisco to close Library branches.

In constructing my fiscal year 1994-95 general fund allocation amounts for each department, it was my intent to provide the Public Library with sufficient funds to maintain its operations and, in fact, the Library will be required to absorb only part of its increased costs. Nevertheless and in light of the fiscal and economic conditions of the city of San Francisco as well as the state of California, all city departments should be looking at all potential operational options.

I believe there are alternative ways to administer the Library system that will allow it to continue to operate within its budget. My office and the Board of Supervisor's Budget Analyst are jointly undertaking a zero-based budget review of the Library. The zero-based budget process will provide a methodology to revisit all the underlying assumptions about Library operations

I am requesting that you consider revisiting your proposed budget and find alternatives to closing branch libraries.

Sincerely,

Frank M. Jordan

Frank M. Jordan
Mayor

FMJ/jdh

cc: Library Commission members
Ken Dowlin, City Librarian

Dowlin ~~proposal~~ Resolution
said Dowlin recommend - he wouldn't say.

WHEREAS, The San Francisco Public Library has been directed by the Mayor to submit a baseline budget the same as FY 1993-94; and

WHEREAS, $452,000 will be required to offset anticipated employee increases; and

WHEREAS, It is the policy of the Commission not to reduce the budget for materials; and

WHEREAS, The Mayor has requested the Library to adopt a policy that would achieve the target budget without the closure of any Library facilities; now,therefore be it

RESOLVED, That the Commission directs the administration to:

1. Submit last year's budget which includes uncontrollable fixed cost increases.
2. Submit to the Controller by April 1, 1994 a request for Proposition J certification for the following functions:
    - Custodians = privatization low on [illegible] since 1970s.
    - Security Officers [illegible]
    - Technical Services now [illegible]
    - Shelving at the Main Library
3. Request the Employee Relations Department to begin negotiations with SEIU Local 790 to achieve costs savings in personnel that offsets the projected cost increases in personnel.

Dowlin. No guarantee of any savings
— Controller would have to approve
[illegible] would be [illegible] 150 layoffs ([illegible])

To: Honorable Commissioners

Thru: Ken Dowlin, City Librarian Kenneth Dowlin

From: Seema Grover, Library Budget Analyst
Diana Buchbinder, Departmental Personnel Officer

Date: February 18, 1994

RE: revised budget reduction and potential new options

We have received new information from the Mayor's office stating that our reduction levels have again changed. In an attempt to answer any questions that you may have regarding our new reduction before the Commission meeting on Wednesday, February 23, 1994, I have detailed below the components that comprise this new level:

93-94 Expenditures	$16,851,944	94-95 Expenditures	$17,000,375
93-94 Revenues	496,014	94-95 Revenues	496,014
General fund support	17,347,958	General fund support	17,496,389

Difference in general fund support

94-95 General fund support	17,496,389
93-94 General fund support	17,347,958
increased amount	148,431

What this means is that the Mayor's office is really giving us an additional $148,431 for the next fiscal year.

The uncontrollable fixed costs have been identified at approximately $600,000.

Therefore, the overall reduction level is calculated as follows:

Uncontrollable fixed costs	600,000	
Less: increased amount	(148,431)	
Total reduction amount	451,569	or $452,000

As we indicated to you earlier in this process, we have been given two budget

submittal numbers. The low reduction that we are currently working on and the high reduction level that is based on the state's budget package. We have identified above the low reduction level at $452,000. The high reduction level has also been changed from $1.9 million to $1.7 million. The Mayor's office has informed us that for the March 1 submittal date we will only need to submit the low reduction budget package. They have given us an extension so that the high reduction level can be submitted in March.

At the next Commission meeting we will focus in on the $452,000 reduction. Keep in mind that we are still expected to submit a higher level reduction in a few weeks.

President Herlihy asked the administration to revisit the adult book budget and how much would be available if cuts were to be made from it. In the budget scenario's dated 1/11/94, scenario #2 explains that $300,000 of the $900,000 adult book budget is already committed to pay for standing order titles. Therefore, only $600,000 is available.

Listed below is a chart that represents the savings from contracting out or outsourcing services in the Library that President Herlihy asked the administration to provide. This too will be a topic for discussion at the next Commission meeting.

Option: Maximizing Outsourcing

Goal: to reduce the Library's budget by **$462,000** without closing any Library facilities

Service Contracted Out	**Cost***	**20% Savings**	**# of People**
janitors	$680,000	$136,000	24
security guards	230,000	46,000	7
technical services**	1,300,000	130,000	14
shelving @ Main	300,000	60,000	60
subtotal		**372,000**	**105**
mandatory fringe benefits*** for 105 employees		$104,160	
total		**$476,160**	
Other costs associated with services contracted out		loss of 105 employees	
severance pay		$575,000	

*Salary costs only, these numbers do not include mandatory fringe benefits
**Over 50% of Technical Services is currently contracted out, therefore under this scenario the estimated savings are calculated at 10%
***Mandatory fringe benefits are calculated at 28%

Assumptions

*By contracting out services a 20% savings would be realized with the exception of Technical Services

*This is allowable under Proposition J-contracting out services

*Contracts would be in place July 1, 1994

REDUCED WORKWEEK PROPOSAL
FY 94/95 BUDGET

At the request of Commission President Herlihy the following is a summary of the proposal to meet the FY 94/95 budget by moving Library staff from a 40 hour work week to a 37.5 hour work week. This strategy assumes that the SEIU Local 790 contract, currently in litigation, is upheld in the courts and adopted as approved by the Board of Supervisors.

COSTS IF CONTRACT UPHELD		
	Wage Increase, 2%	$244,506.00
	Premium Pay Increases:	
	Night differential	$ 2,908.00
	Bilingual pay	$ 12,788.00
	Word processing	$ 104.00
	Volunteer supervision	$173,763.00
	TOTAL	**$434,069.00**
Budget reduction target		**(452,000.00)**
Difference		**($ 15,931.00)**

PROPOSAL:

In the event that the SEIU contract is imposed the Library is required to absorb the associated increased labor costs. Negotiations would be entered into by Employee Relations Division with SEIU Local 790 on behalf of the Library in an attempt to reach the following agreement:

In order to meet the targeted budget reduction, and absorb the increased costs mandated by the labor contract for Fiscal Year 1994/95 SEIU would agree to accept the 2% wage increase and to forgo all other increases granted by the contract for this fiscal year. In exchange for the 2% increase SEIU would further agree to the Library's imposition a reduction in the workweek from 40 hours a week for full-time employees to 37.5 hours per week. This reduction in the full time week would be in effect throughout the Library system and would effect all work schedules so that all employees would experience a proportional reduction in scheduled working hours.

This agreement would have the effect of freezing labor costs for the coming budget year and would meet substantially all the reduction being called for.
The reduction shortfall would be made up from salary savings.

RWK/94/95

CONTRACTING OUT SERVICES OPTION

Option: Maximizing Outsourcing

Goal: to reduce the Library's budget by **$452,000** without closing any Library facilities

Assumptions
*Funds available for contracting out

*Funds available for managing contracting out

*Severance Pay to be assumed by the Mayor's budget

*That contracting out services must result in a 20% savings with the exception of Technical Services

*This is allowable under Proposition J-contracting out services and certifiable by the Controller

*Contracts would be in place July 1, 1994

Service Contracted Out	**Cost***	**20% Savings**	**# of People**
janitors	$680,000	$136,000	24
security guards	230,000	46,000	7
technical services**	1,300,000	130,000	14
shelving @ Main	300,000	60,000	60
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*Salary costs only, these numbers do not include mandatory fringe benefits

**Over 50% of Technical Services is currently contracted out, therefore under this scenario the estimated savings are calculated at 10%

***Mandatory fringe benefits are calculated at 28%

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

VIRGINIA C. GEE
Vice President

DONNA MILLER CASEY
STEVEN A. COULTER
MARK A. ORSI
BARBARA C. ROSENBERG
ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

3/94

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DRAFT

LIBRARY COMMISSION MINUTES
FEBRUARY 23, 1994

A special meeting of the San Francisco Public Library Commission was held Wednesday, February 23, 1994, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:02 PM by President Herlihy.

II. Roll Call

On roll call, the following Commissioners were noted present: President Herlihy; Commissioners Casey, Coulter, Gee, Orsi, Rosenberg and Swig.

III. Finance Committee Budget Recommendation

A. Recommendation for approval of the budget reduction of $728,000 and priorities for Branch closures for FY 1994/95

Commissioner Orsi withdrew the Finance Committee's recommendation due to the changed budget reduction amount from $728,000 to $452,000 for FY 1994/95.

Commissioner Swig suggested maintaining the policy strategy of supporting quality service at the branches the library could afford, even if the budget reduction amount varied.

Seema Grover, Library Budget Analyst, led a discussion of how the $452,000 low-end budget reduction figure became the new target number.

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

In response to Commissioner Gee, Ms. Grover stated that the high-end budget reduction of $1.7 million is due in March.

President Herlihy read into the record the Mayor's letter addressed to him opposing branch library closures. (Attachment)

It was moved by Commissioner Casey to table the discussion of agenda item 4 until agenda item number 5 was discussed.

Action: Unanimously approved

IV. Discussion of Alternate Budget Proposal

Mr. Dowlin presented a resolution that he stated was an attempt to offset the $452,000 budget reduction for FY 1994/95; the resolution would require the library to:

1. Submit last year's budget which includes uncontrollable fixed cost increases.

2. Submit to the Controller by April 1, 1994 a request for Proposition J certification for the following functions:

    - Custodians
    - Security Officers
    - Technical Services
    - Shelving at the Main Library

3. Request the Employee Relations Department to begin negotiations with SEIU Local 790 to achieve cost savings in personnel that offset the projected cost increases in personnel.

Mr. Dowlin emphasized that the alternative budget reduction proposals would result in lay-offs of 105 staff persons; that the proposals assume that contracting out services will result in 20% cost savings, with the exception of Technical Services with an estimated 10% savings; that funds are available for contracting out and for management costs; that severance pay is to be assumed by the Mayor's budget; that the proposal is allowable under Proposition J and certifiable by the Controller; and that the contracts would be in place July 1, 1994.

Mr. Dowlin stated that all these factors must be realized to implement the $452,000 budget reduction for FY 1994/95 along with negotiating concessions of certain increased labor costs mandated for library staff through the SEIU Local 790 contract. (Attachments)

In response to Commissioner Gee, Mr. Dowlin confirmed that contracting out would probably impact affirmative action representation because 2/3 of the affected positions are occupied by ethnic minorities and women.

Commissioner Coulter noted that the Commission must take some action on the $425,000 low-end reduction and he recalled previous Commission action taken on the $1.9 million high-end reduction. He stated that next month the Commission must either maintain its position on the $1.9 million level or rescind its action and consider the $1.7 million reduction. Commissioner Coulter suggested that it would be difficult to avoid branch closures next month and he questioned at what point a branch is essentially closed even though it is technically open.

President Herlihy requested that the Commission be mindful of the stated wishes of the citizens and the Mayor of San Francisco not to see branch closure. President Herlihy suggested that it was important that the Commission revisit the previously approved resolution for the $1.9 million high-end reduction for FY 1994/95.

Commission Rosenberg expressed that some branch closures are necessary in order to have a quality, full-service library system. She stated that the Commission is confronted with budget reductions that further decimate what was once an excellent library system, and she advocated having as many state-of-the-art branches as could be afforded.

Commissioner Swig supported Commissioner Rosenberg's sentiments that the Commission should stand for quality libraries and that the public expectation of libraries should be raised, not lowered. Commissioner Swig stated that the Commission should help the Mayor understand that the Commission could not respond to the budget reduction as in the past, and that to close some branches would accomplish better public service.

Commissioner Coulter commented that staff provided responsible alternatives under the umbrella of the Commission's policy directives. He stated that current library open hours do not offer quality library service and that the previous vote on branch closures was based on a quality issue.

In response to Commissioner Casey, Mr. Dowlin stated that the $452,000 budget reduction proposal might reduce full-time employees 2.5 hours per week, but that the focus of reductions would be in non-public library service hours.

Commissioner Orsi stated that he is cognizant of the wishes of the Mayor and the public; however, he questioned submitting a budget with a $452,000 budget reduction proposal that relies on an unsupported assumption that contracting out services would provide 20% savings. Commissioner Orsi also expressed concern about severance costs of laying off 105 employees, noting that other city departments might place demands on the city's $1 million severance-pay budget which could create a short-fall in covering the library's severance costs. He cautioned the Commission regarding the uncertain outcome of litigation with SEIU Local 730. Commissioner Orsi stated that with the knowledge of these concerns regarding the alternative budget proposals, it is difficult to proceed with a budget reduction plan other than closing branches.

Commissioner Gee stated that the Commission has been negotiating in good faith, but in an ongoing piecemeal approach, and that the Commission is delaying the inevitable "major surgery." She encouraged public comment.

President Herlihy commented that he felt his fellow Commissioner's comments were sincere, based on the best information that was presented to them. President Herlihy stated that he feels those comments are out of touch with what the vast majority of San Franciscans have stated their priorities to be: Keep all the branches open with quality service. He asked that the Commission consider the kinds of people, the ages of people and the generations of people that would be affect by branch closure.

Commissioner Casey stated that both the Finance Committee and the Commission had been addressing this library policy issue since last November in concert with the Mayor's budget analyst. She pointed out that the Commission serves at the pleasure of the Mayor, but that the Commission also represents all the citizens in San Francisco.

Commission Coulter added that the Commission does not favor closing branches, but seeks to provide quality library service.

David Gabler, SEIU Local 790 business agent, stated that the alternate budget proposal was not viable and that the Commission could not balance the budget based on a labor contract that has not been recognized as valid by the Mayor.

Ellen Egbert, Bernal Heights resident, commented that the Library is not in danger of having the budget cut, due to the forthcoming Charter amendment.

In response to Tasha Kaller, President Herlihy described what the Library Charter Amendment would provide.

Marty Kashuba, Bernal Heights resident, addressed the quality of library service and expressed her disappointment that staff cannot present different creative budget options.

Carol Stiman, library patron, urged people to vote for the Library Charter Amendment.

Rachel MacLachlan, SFPL Security Director, stressed that the level of the present professional staff and their delivery of quality security service would be lost if contracted out, and she requested that the Commission support the library's vital security program.

Lou Fields, SFPL Custodial Director, expressed concern that the Custodians, known for their hard work, dedication and loyalty to the library, are always the first to be considered for budget reductions. He calculated that 89% of the custodians were women and 100% were ethnic minorities.

Jason Gibbs, Librarians' Guild representative, stated that the Librarians are in support of the security and custodial employees. He indicated that the proposal for a 2.5% cut in hours represents a 6% loss in wages and hours that is unfairly imposed on library employees and is not applied city wide.

Joan Jackson, Western Addition Branch Manager, spoke in support of library security, emphasizing the need to maintain security professionals that can address safety problems for patrons and staff.

Dale Carlson, former Library Commissioner, stressed that there are not any easy alternatives to budget cuts, and that the message from San Franciscans is that they do not want the library's budget cut. Mr. Carlson purported that the library has not been provided the proper funding it needs to operate as a complete system. He requested the Commission to send the message that if the library was not to be fully funded a price must be paid.

Marti Goddard, Deaf/Hearing Impaired Librarian, stated she was concerned about security issues for people with disabilities. She contended that it is important to support the library security professionals who are knowledgeable of patrons' needs.

Linda Geistlinger, Children's Room Manager of the Main Library, expressed that it would devastate the system to contract out the security, custodial and page services.

David Heindel, Mayor's Budget Analyst, shared the Mayor's concerns regarding branch closures and indicated that the $452,000 reduction was to be applied for FY 1994/95 and that the $1.7 million was an internal figure to be used to demonstrate the impact on the department. In response to Commissioner Gee, Mr. Heindel stated that the $1.7 million is a planning figure.

Commissioner Rosenberg stated that the library must give the best service for the dollar, which, could be accomplished only through branch closures.

Commissioner Swig stated that with the requested reductions it is unreasonable to try to perpetuate keeping all branches open. She stated that she would be unable to vote for the budget proposal if it did not include the Finance Committee's recommendation to close branches in order to maintain quality of service.

Commissioner Rosenberg moved to maintain the same budget policy that was applied to the high-end budget reductions to the low-end budget reduction of $452,000 for FY 1994/95 and equate it to the closure of seven library branches.

Marsha Popper, Neighborhood Council member, requested that the news media not report the Commission's action as defiance of City Hall if the Commission voted to close branches.

ACTION: Approved

Aye: Commissioners Casey, Coulter, Gee, Orsi,Rosenberg and Swig
Opposed: President Herlihy

Commissioner Swig departed at 6:05 PM.

Commissioner Coulter stated that the Commission and public testimony favored keeping branches open but that the Commission had to step up to the fiscal reality to maintain a quality library system.

Commissioner Coulter made a motion to amend the resolution eliminating items 1 and 2 to read as follows:

RESOLVED, That the Commission directs the Library Administration to request the Employee Relations Department to begin negotiations with SEIU Local 790 to achieve costs savings in personnel that offsets the projected cost increases in personnel.

David Gabler stated that the labor contract is in court and the City is contending that it is non-binding and invalid. Mr. Gabler maintained that the Union could not agree to reopen discussions on a contract that the Mayor refuses to recognize.

ACTION: Unanimously approved

Commissioner Orsi moved to reject the Finance Committee's recommendation to reduce the Library budget for FY 1994/95 by $728,000.

President Herlihy announced that item 8, The Executive Session to discuss the quarterly evaluation of the City Librarian's performance, was postponed to the March meeting. President Herlihy requested that the executive session be listed as the first agenda item for the March meeting.

V. **Public Comment**

Landis Whistler, Library TNT Chairman, thanked President Herlihy for helping to get signatures for the Library Charter Amendment through the use of the word "privatization". Mr. Whistler expressed his objection of the suggested use of volunteers in place of professional Librarians and library private ownership that charges fees for service.

Mary Louise Stong, former Library Commissioner and member of the SFPL Friends board, spoke in support and admiration of Mr. Dowlin's performance as City Librarian and expressed gratitude to Mr. Dowlin for a job well done.

Commissioner Gee moved to adjourned the special meeting.

ACTION: Unanimously approved

The special Public Library Commission meeting of February 23, 1994, was adjourned at 6:24 PM.

Donna Y Marion

Donna Marion
Assistant to the Library Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission.

3/3/94:dm

REDUCED WORKWEEK PROPOSAL
FY 94/95 BUDGET

At the request of Commission President Herlihy the following is a summary of the proposal to meet the FY 94/95 budget by moving Library staff from a 40 hour work week to a 37.5 hour work week. This strategy assumes that the SEIU Local 790 contract, currently in litigation, is upheld in the courts and adopted as approved by the Board of Supervisors.

COSTS IF CONTRACT UPHELD

Wage increase, 2%	$244,506.00
Premium Pay increases:	
Night differential	$ 2,908.00
Bilingual pay	$ 12,788.00
Word processing	$ 104.00
Volunteer supervision	$173,763.00
TOTAL	**$434,069.00**
Budget reduction target	**{452,000.00}**
Difference	**{$ 15,931.00}**

PROPOSAL:

In the event that the SEIU contract is imposed the Library is required to absorb the associated increased labor costs. Negotiations would be entered into by Employee Relations Division with SEIU Local 790 on behalf of the Library in an attempt to reach the following agreement:

In order to meet the targeted budget reduction, and absorb the increased costs mandated by the labor contract for Fiscal Year 1994/95 SEIU would agree to accept the 2% wage increase and to forgo all other increases granted by the contract for this fiscal year. In exchange for the 2% increase SEIU would further agree to the Library's imposition a reduction in the workweek from 40 hours a week for full-time employees to 37.5 hours per week. This reduction in the full time week would be in effect throughout the Library system and would effect all work schedules so that all employees would experience a proportional reduction in scheduled working hours.

This agreement would have the effect of freezing labor costs for the coming budget year and would meet substantially all the reduction being called for.
The reduction shortfall would be made up from salary savings.

RWK/94/95

CONTRACTING OUT SERVICES OPTION

Option: Maximizing Outsourcing

Goal: to reduce the Library's budget by **$452,000** without closing any Library facilities

Assumptions

*Funds available for contracting out

*Funds available for managing contracting out

*Severance Pay to be assumed by the Mayor's budget

*That contracting out services must result in a 20% savings with the exception of Technical Services

*This is allowable under Proposition J-contracting out services and certifiable by the Controller

*Contracts would be in place July 1, 1994

Service Contracted Out	**Cost***	**20% Savings**	**# of People**
janitors	$680,000	$136,000	24
security guards	230,000	46,000	7
technical services**	1,300,000	130,000	14
shelving @ Main	300,000	60,000	60
subtotal		**372,000**	**105**
mandatory fringe benefits*** for 105 employees		$104,160	
total		**$476,160**	
Other costs associated with services contracted out		loss of 105 employees	
severance pay		$575,000	

*Salary costs only, these numbers do not include mandatory fringe benefits

**Over 50% of Technical Services is currently contracted out, therefore under this scenario the estimated savings are calculated at 10%

***Mandatory fringe benefits are calculated at 28%

WHEREAS, The San Francisco Public Library has been directed by the Mayor to submit a baseline budget the same as FY 1993-94; and

WHEREAS, $452,000 will be required to offset anticipated employee increases; and

WHEREAS, It is the policy of the Commission not to reduce the budget for materials; and

WHEREAS, The Mayor has requested the Library to adopt a policy that would achieve the target budget without the closure of any Library facilities; now,therefore be it

RESOLVED, That the Commission directs the administration to:

1. Submit last year's budget which includes uncontrollable fixed cost increases.
2. Submit to the Controller by April 1, 1994 a request for Proposition J certification for the following functions:
    - Custodians
    - Security Officers
    - Technical Services
    - Shelving at the Main Library
3. Request the Employee Relations Department to begin negotiations with SEIU Local 790 to achieve costs savings in personnel that offsets the projected cost increases in personnel.

Office of the Mayor
SAN FRANCISCO

FRANK M. JORDAN

February 22, 1994

Mr. James Herlihy
President of the Commission
San Francisco Public Library
45 Hyde Street
San Francisco, CA 94102

Dear Mr. ~~Herlihy~~: Tim!

It has come to my attention that the Public Library Commission is considering the closure of certain branch libraries as part of its budget submittal. I would like to make clear to you and your fellow commissioners my deeply held views on this issue. I do not believe it is in the best interests of the citizens of San Francisco to close Library branches.

In constructing my fiscal year 1994-95 general fund allocation amounts for each department, it was my intent to provide the Public Library with sufficient funds to maintain its operations and, in fact, the Library will be required to absorb only part of its increased costs. Nevertheless and in light of the fiscal and economic conditions of the city of San Francisco as well as the state of California, all city departments should be looking at all potential operational options.

I believe there are alternative ways to administer the Library system that will allow it to continue to operate within its budget. My office and the Board of Supervisor's Budget Analyst are jointly undertaking a zero-based budget review of the Library. The zero-based budget process will provide a methodology to revisit all the underlying assumptions about Library operations

I am requesting that you consider revisiting your proposed budget and find alternatives to closing branch libraries.

Sincerely,

Frank M. Jordan

Frank M. Jordan
Mayor

FMJ/jdh

cc: Library Commission members
Ken Dowlin, City Librarian

200 CITY HALL, SAN FRANCISCO, CALIFORNIA 94102
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City and County of San Francisco
Public Library Commission

Frank M. Jordan
Mayor

James P. Herlihy
President

Virginia C. Gee
Vice President

Donna Miller Casey
Steven A. Coulter
Mark A. Orsi
Barbara C. Rosenberg
Roselyne C. Swig
Commissioners

Kenneth E. Dowlin
City Librarian

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NOTICE OF MEETING POSTPONEMENT

THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION MEETING OF MARCH 1, 1994, HAS BEEN POSTPONED. FUTURE MEETING DATE TO BE ADVISED.

2/24/94:dm

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San Francisco, CA 94102
Tel. (415) 557-4233

City and County of San Francisco
Public Library Commission

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MAR 14 1994
SAN FRANCISCO
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Mayor

JAMES P. HERLIHY
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ROSELYNE C. SWIG
Commissioners

KENNETH E. DOWLIN
City Librarian

-94

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Tuesday, March 15, 1994**

TIME: **4:30 P.M.**

PLACE: Lurie Room, Main Library

AGENDA:

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Consent Calendar**

There will be no separate discussion of Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

A. **Approval of Resolution #1668:** Approval of temporary exempt and non-civil service appointments and separations

5. **President's Report: James Herlihy**

A. Discussion and approval of motion concerning budget reduction for FY 1994/95, which supercedes the approval on February 23, 1994, to maintain the same budget policy that was applied to the high-end budget reductions to the low-end budget reduction of $452,000 and equate it to the closure of seven library branches.

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B. Resolution #1669: Discussion and approval of budget policy to reduce the Library budget by $425,000 for FY 1994/95

C. Approve established calendar of regular Commission meetings

6. **City Librarian's Report: Kenneth Dowlin, City Librarian**

A. **Approval of Resolution #1670:** Authorizing the acceptance of real property, or the proceeds from the sale thereof, and cash from the estate of John B. Fortunio

B. **Approval of Resolution #1671** for Branch Library renovations included in the Earthquake Safety Bond Program, ESP II and III

C. **Approval of Resolution #1672** authorizing the San Francisco Public Library to accept and expend a gift from the Library Foundation of San Francisco not to exceed $8,196,000 for building enhancements to the new Main Library, for a total commitment of $22,000,000

D. Orientation and Discussion of the Sunshine Ordinance, Brown Act, Commission Bylaws and other governing regulations

E. Department of Public Works report on work in progress, New Main

F. Department of Public Works report on work in progress, Branches

7. **Finance Committee Report**

A. No report

8. **Planning Committee**

A. No report

9. **Building and Facilities Committee**

A. No report

10. Librarians' Guild

11. New Business

12. Public Comment

13. Adjournment

Resolution #1668

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY, 1994. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of February, 1994 be approved:

1807 MIS Technician II

Mack, Albert

3602 Library Page

Berrill, Robert
Bloland, Per
Shappy, Eric

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Alomar, Josie
Dyson, Tracy
Phan, Shirley

Resolution #1669

Resolution Presented to Library Commission on

February 23, 1994

By the City Librarian

WHEREAS, The San Francisco Public Library has been directed by the Mayor to submit a baseline budget the same as FY 1993-94; and

WHEREAS, $452,000 will be required to offset anticipated increases in costs; and

WHEREAS, It has been the policy of the Commission to give priority to maintain the budget for materials to the greatest extent possible; and

WHEREAS, The Mayor has requested the Library to adopt a policy that would achieve the target budget without the closure of any Library facilities; now, therefore be it

RESOLVED, That the Library administration move forward energetically to enlist the support of the community for a broad based volunteer program to support the professional library staff; and, be it

FURTHER RESOLVED, That the Commission directs the administration to:

1. Submit last year's budget which includes uncontrollable fixed cost increases.
2. Submit to the Controller by April 1, 1994 a request for Proposition J certification for the following functions:

- Custodians
- Security Officers
- Technical Services
- Shelving at the Main Library

3. Request the Employee Relations Department to begin negotiations with SEIU Local 790 to achieve some or all of the cost savings in personnel that offsets the projected cost increases in personnel.

Revised 3/9/94/ked

cc: ATEAM

RESOLUTION #1671

EARTHQUAKE SAFETY PROGRAM, PHASE 3

REQUESTING THAT THE CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF PUBLIC WORKS INCLUDE NOE VALLEY, RICHMOND, MERCED, POTRERO, ANZA, AND PARKSIDE BRANCHES OF THE SAN FRANCISCO PUBLIC LIBRARY IN THE EARTHQUAKE SAFETY PROGRAM, PHASE 3 (ESP III) BOND PROGRAM.

WHEREAS, THE DEPARTMENT OF PUBLIC WORKS has requested that the San Francisco Public Library authorized the inclusion of eligible branch libraries in The Earthquake Safety Program, Phase 3 Bond; and

WHEREAS, Noe Valley Branch Library and Richmond Branch Library have a seismic hazard rating of 4; and

WHEREAS, Merced Branch Library, Potrero Branch Library, Anza Branch Library and Parkside Branch Library have a seismic hazard rating of 3; and

WHEREAS, These six branch libraries are eligible for the bond program and are not yet scheduled for seismic upgrade; now, therefore be it

RESOLVED, That the San Francisco Public Library requests that THE CITY AND COUNTY OF SAN FRANCISCO DEPARTMENT OF PUBLIC WORKS include NOE VALLEY, RICHMOND, MERCED, POTRERO, ANZA, AND PARKSIDE BRANCHES of the SAN FRANCISCO PUBLIC LIBRARY IN THE EARTHQUAKE SAFETY PROGRAM, PHASE 3 (ESP III) BOND PROGRAM.

FILE NO.______________ RESOLUTION NO.______________

[ACCEPTANCE OF GIFT]

AUTHORIZING THE ACCEPTANCE OF REAL PROPERTY, OR THE PROCEEDS FROM THE SALE THEREOF, AND CASH FROM THE ESTATE OF JOHN B. FORTUNIO.

WHEREAS, The Will of John B. Fortunio, deceased, bequeaths a portion of his estate as follows:

- One-third (1/3) of the residue of the estate to the Laguna Honda Home;
- One-third (1/3) of the residue to San Francisco General Hospital AIDS ward; and
- One-third (1/3) of the residue in equal shares to the University of San Francisco and the San Francisco Public Library; and

WHEREAS, The residue of the estate consists of:

- A four-unit apartment building located at 2110-2112 Pine Street and also known as Assessor's Block 652, Lot 7A;
- A one-half (1/2) interest in a four-unit apartment building located at 365 Haight Street and also known as Assessor's Block 858, Lot 23; and
- Cash in the approximate amount of $350,000 (less any Court-approved expenses); and

WHEREAS, Such real property is encumbered by loans secured by deeds of trust; now, therefore, be it

RESOLVED, That the Director of Property, on behalf of Laguna Honda Home, San Francisco General Hospital AIDS ward and the San Francisco Public Library, is hereby authorized to accept the above real property and cash; and be it

FURTHER RESOLVED, That the Director of Property, on behalf of Laguna Honda Home, San Francisco General Hospital AIDS ward and the San Francisco Public Library, is hereby authorized to take all necessary actions, including without limitation the collection of rental income, the payment of monthly principal and interest on property debt, and the payment of other property-related expenses, to effectively manage the properties until such time as such properties can be sold and the proceeds therefrom distributed to those City departments.

DOCUMENTS DEPT.
MAR 2 1994
SAN FRANCISCO
PUBLIC LIBRARY

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3/15/94

DRAFT

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION MINUTES, MARCH 15, 1994

I. **Called to Order**: 4:30 PM

II. **Roll Call**: Present: President James Herlihy; Commissioners Karen Crommie; Thomas Gee; Walter Jebe, Sr.; Norman Wechsler and Jan Zivic. Excused: Commissioner Fran Streets.

III. **Consent Calendar**:

A. Approval of Resolution #1668: Approval of temporary exempt and non-civil service appointments and separations

Action: unanimously approved
(Attachment)

IV. **President's Report - James P. Herlihy**

A. President Herlihy welcomed and introduced the Commissioners who had been sworn in at 10:00 a.m. today by Mayor Jordan.

B. President Herlihy announced that the following three items would be tabled:

1. Discussion and approval of motion concerning budget reduction for FY 1994/95, which supersedes the approval on February 23, 1994, to maintain the same budget policy that was applied to the high-end budget reductions to the low-end budget reduction of $452,000 and equate it to the closure of seven library branches.

2. Resolution #1669: Discussion and approval of budget policy to reduce the Library budget by $425,000 for FY 1994/95.

3. Approve schedule of regular Commission meetings.

V. **City Librarian's Report: Kenneth E. Dowlin**

A. Orientation and discussion of the Sunshine Ordinance, Brown Act, Commission Bylaws and other governing regulations.

Overview was given by Randy Riddle, Deputy City Attorney

B. It was moved by Commissioner Crommie to table Resolution #1670, #1671, #1672.

Action: Not approved

Aye: None
Nay: Unanimous

C. It was moved by Commissioner Jebe to approve Resolution #1670 authorizing the acceptance of real property, or the proceeds from the sale thereof, and cash from the estate of John B. Fortunio.

Action: Unanimously approved
(Attachment)

D. It was moved by Commissioner Zivic to table Resolutions #1671 and #1672.

Resolution #1671: For Branch Library renovations included in the Earthquake Safety Bond Program, ESP II and III.

Resolution #1672: Authorizing the San Francisco Public Library to accept and expend a gift from the Library Foundation of San Francisco not to exceed $8,196,000 for building enhancements to the new Main Library, for a total commitment of $22,000,000.

Action: The motion to table the two resolutions was unanimously approved
(Attachment)

E. Department of Public Works report on work in progress, New Main.

Overview was given by Jim Cheng, Project Manager.

F. Department of Public Works report on work in progress, Branches.

Overview was given by Russ Abel, Assistant City Architect.

G. Mr. Dowlin introduce the administrative staff.

VI. Librarians' Guild

Jason Gibbs, Guild representative, welcomed the new Commissioners.

VII. New Business

Commissioner Jebe moved to introduce a resolution commending the leadership and service of the six former Library Commissioners.

Action: Unanimously approved

VIII. Public Comment

Edward Benner, Library patron, described his special interest in the effective use of computer systems in large organizations. President Herlihy directed Mr. Dowlin to present to the Planning Committee Mr. Benner's request for 24 hour Library computer access in collaboration with other city departments.

Marty Kashuba, Bernal Library patron, spoke against privatizing library positions. She stated that the positions are mostly women and minorities who do not receive health benefits. She expressed disenchantment with balkanization of library materials into special collections and locations.

Dick Milick, Potrero Hill patron, expressed concern about the number of contracts for the New Main being awarded to out-of-state contractors. In response to Mr. Milick, President Herlihy stated that the city is required to contract out to the lowest bidder. Rich Walsh, Manager of Facilities and Finance, corroborated and indicated that the Library contracts are managed by the office of the Chief Administrative Officer under strict MBE, WBE, LBE guidelines.

Landis Whistler, Libraries TNT Chairman, suggested that TNT be included in library publications which list the Friends of the Library and the Library Foundation.

Ellen Egbert, Bernal Heights patron, welcomed the Commissioners and stated that when addressing the budget reduction options that they take into consideration that branch libraries already lack funds to purchase afternoon newspapers.

It was moved by Commissioner Wechsler to adjourn the meeting.

Action: Unanimously approved
adjourned at 6:03 PM

Donna Y. Marion

Donna Y. Marion
Assistant to the Library Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission.

3/24/94:dm

Resolution #1668

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY, 1994. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF FEBRUARY, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of February, 1994 be approved:

1807 MIS Technician II

Mack, Albert

3602 Library Page

Berrill, Robert
Bloland, Per
Shappy, Eric

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Alomar, Josie
Dyson, Tracy
Phan, Shirley

Resolution #1669

Resolution Presented to Library Commission on

February 23, 1994

By the City Librarian

WHEREAS, The San Francisco Public Library has been directed by the Mayor to submit a baseline budget the same as FY 1993-94; and

WHEREAS, $452,000 will be required to offset anticipated increases in costs; and

WHEREAS, It has been the policy of the Commission to give priority to maintain the budget for materials to the greatest extent possible; and

WHEREAS, The Mayor has requested the Library to adopt a policy that would achieve the target budget without the closure of any Library facilities; now, therefore be it

RESOLVED, That the Library administration move forward energetically to enlist the support of the community for a broad based volunteer program to support the professional library staff; and, be it

FURTHER RESOLVED, That the Commission directs the administration to:

1. Submit last year's budget which includes uncontrollable fixed cost increases.
2. Submit to the Controller by April 1, 1994 a request for Proposition J certification for the following functions:

- Custodians
- Security Officers
- Technical Services
- Shelving at the Main Library

3. Request the Employee Relations Department to begin negotiations with SEIU Local 790 to achieve some or all of the cost savings in personnel that offsets the projected cost increases in personnel.

Revised 3/9/94/ked

cc: ATEAM

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SAN FRANCISCO PUBLIC LIBRARY ADMINISTRATIVE TEAM

NAME	TITLE	PHONE
KENNETH E. DOWLIN	CITY LIBRARIAN	(415) 557-4236
DONNA MARION	SPECIAL ASST. TO THE COMMISSION	(415) 557-4233
NANCY MUSSER	CHIEF OF TECHNICAL SERVICES	(415) 557-4330
KATHY PAGE	CHIEF OF FACILITIES	(415) 557-4210
E. HOPE HAYES	CHIEF OF MAIN	(415) 557-4200
NEEL PARIKH	CHIEF OF BRANCHES	(415) 557-4353
TONI BERNARDI	COORDINATOR OF CHILDREN'S SERVICES & YOUTH SVC DEVELOP	(415) 557-4272
DIANA BUCHBINDER	PERSONNEL PROGRAM MANAGER	(415) 557-4585
MARCIA SCHNEIDER	COMMUNITY RELATIONS LIBRARIAN	(415) 557-4277
RICHARD WALSH	FACILITIES MANAGER	(415) 557-4245
ED MCBRIDE	COORDINATOR OF AUTOMATION TECHNOLOGY & TELECOMMUNICATIONS	(415) 557-4216
SEEMA GROVER	FINANCE DIRECTOR	(415) 557-4248
JANE WINSLOW DIRECTOR	FRIENDS OF THE SAN FRANCISCO PUBLIC LIBRARY	(415) 557-4257
SHERRY THOMAS DIRECTOR	LIBRARY FOUNDATION OF SAN FRANCISCO	(415) 391-5582

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SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF PUBLIC MEETING

A Special Meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Saturday, April 2, 1994

TIME: 9:00 AM - 2:30 PM

PLACE: Lurie Room, Main Library

FACILITATOR: Martin Paley

LIBRARY COMMISSION MEMBERS: President James P. Herlihy; Commissioners Karen Crommie; Thomas H. Gee; Walter G. Jebe, Sr.; Fran A. Streets; Norman V. Wechsler and Jan Zivic

AGENDA:

1. Welcome and purpose of the orientation--President of the Library Commission
2. Introduction of Facilitator and Recorder and discussion of their role
3. Briefing on the history of the San Francisco Public Library and its Commission
4. Discussion of the role and responsibility of the Library Commission
5. Review of the San Francisco Public Library and its future
6. Report on Friends of the San Francisco Public Library
7. Report on The Library Foundation of San Francisco
8. Public Comment
9. Adjournment

* There will be a break at 10:30 a.m. and lunch at 12:00 noon.
3/28/94:dm

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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SAN FRANCISCO
PUBLIC LIBRARY

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
SPECIAL ORIENTATION MEETING OF APRIL 2, 1994

The San Francisco Public Library Commission held an orientation meeting on Saturday, April 2, 1994, in the Lurie Room, main library, to discuss the role and responsibility of the Commission and its plans for the Library.

I. **Call to Order** 9:00 AM

II. **Roll Call** Present: President James P. Herlihy; Commissioners Karen Crommie; Walter G. Jebe, Sr.; Fran A. Streets; Norman V. Wechsler and Jan Zivic
Excused: Commissioner Thomas H. Gee
Facilitator: Martin Paley
Staff: Kenneth E. Dowlin, City Librarian

III. **Presentations**

Reports were given by Jane Winslow, Director, Friends of the San Francisco Public Library, and Sherry Thomas, Director, Library Foundation of San Francisco.

Gill MacNamee, Welcome Desk volunteer and former Librarian, gave a presentation on the history of the San Francisco Public Library.

IV. **PUBLIC COMMENT**

Bill Hale, Library patron, requested that the former Commission's vote on the budget reduction for FY 1994/95 be ratified. Mr. Hale suggested that the Commission reevaluate what San Franciscans want and expand the depth and breadth of library services.

Landis Whistler, Library TNT Chairman, discussed the role of the Council of Neighborhood Libraries and the role of Library TNT. He stated that the Council promotes communication amoung Branch Libraries, Branch Managers and neighborhoods and that TNT is structured around a support organization for each Branch.

Joe Sugg, retired Librarian III, requested the Commission to consider the following questions: What is a library without a skilled and effective staff? What other functions are perform by librarians besides checking out books? Is the communication between the city and grassroot organizations effective? How effective are communications outside the library constituency.

Jack Cole, retired Librarian, expressed concern about statements in the media that Librarians are not vital to libraries. He emphasized that Librarians are essential.

Ellen Egbert, Bernal Heights patron, stated that she was pleased that the Commission discussed the issue of trust and respect and hoped that the community would be able to find those features in the Commission.

Steve Pantos, Attorney, expressed concern that private partnership rather than public partnership, was addressing the Commission's orientation. Mr. Pantos urged the Commission to stay in tune with public partnership.

V. FUTURE TOPICS FOR COMMISSION DISCUSSION

1. Library staff salaries
2. Reports from the Council of Neighborhood Libraries and Library TNT
3. Charter initiative
4. Branch quality as opposed to branch quantity
5. Group decision - group dynamics
6. Public outreach vehicles

VI. ADJOURNED 2:31 PM

Donna Y. Marion

Donna Y. Marion
Assistant to the Library Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission.

4/7/94:dm

SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Meeting of
April 2, 1994

San Francisco
Public Library
Lurie Room

Meeting Notes

PREFACE

Members of the San Francisco Public Library Commission and the Librarian met for a workshop at the Main Library, Lurie Room, San Francisco on April 2, 1994 from 8:30 a.m. to 2:30 p.m. The purposes of the session were to:

* begin to build a sense of unity toward a common purpose

* begin to develop a common body of information about the Library

Attendees at the meeting were:

- **Jim Herlihy,** President

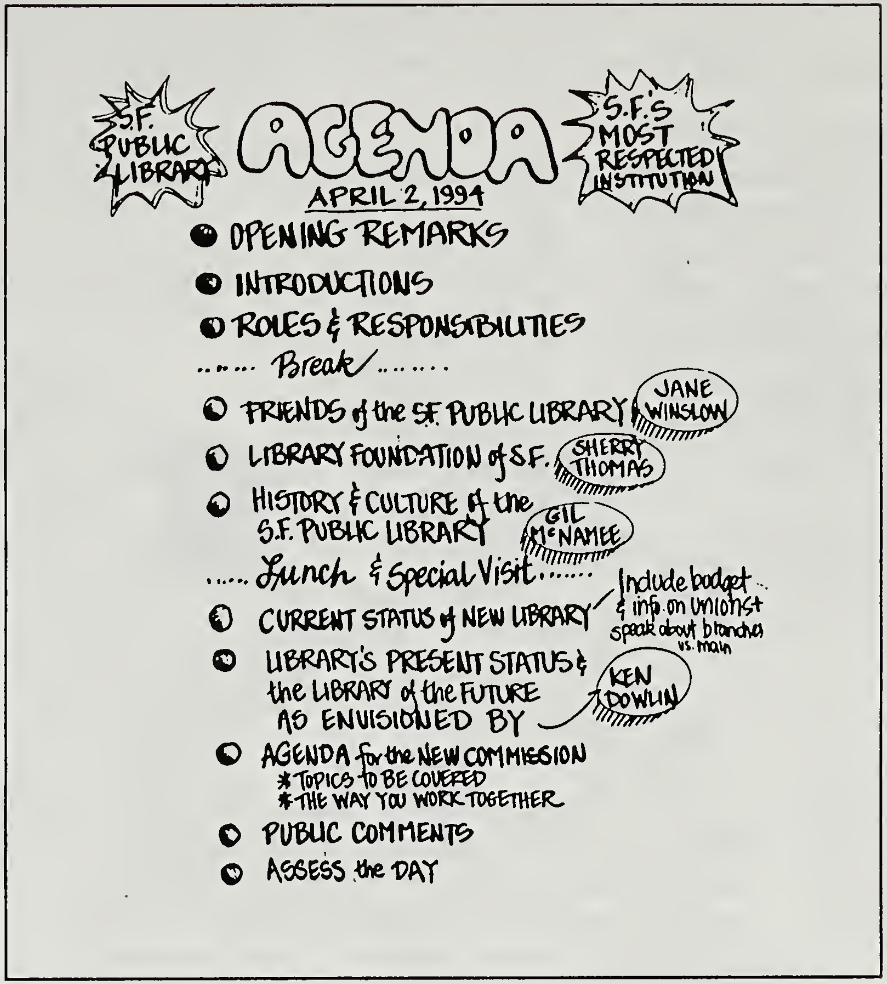
  Commissioners:
- **Karen Crommie**
- **Walter Jebe**
- **Fran Streets**
- **Norman Wechsler**
- **Janis Zivic**

Commissioner **Thomas Gee** was not able to attend.

Martin Paley designed and facilitated the meeting and **Susan Kelly** served as graphic recorder and produced the following notes.

AGENDA

Martin Paley presented the agenda for the day.



S.F. PUBLIC LIBRARY

AGENDA

S.F.'S MOST RESPECTED INSTITUTION

APRIL 2, 1994

- OPENING REMARKS
- INTRODUCTIONS
- ROLES & RESPONSIBILITIES

...... Break ....

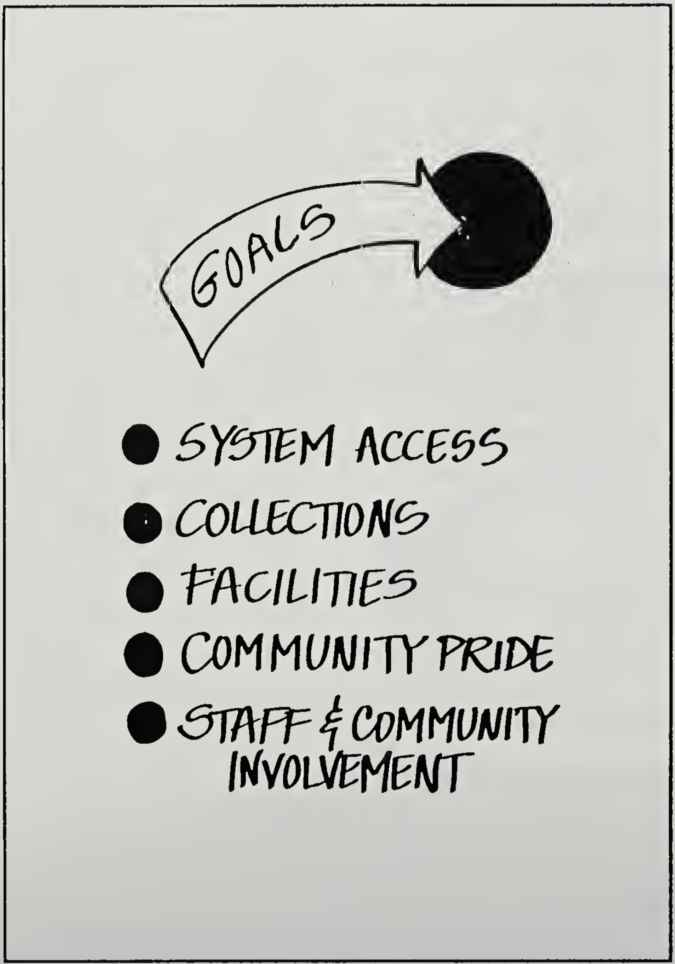
- FRIENDS of the S.F. PUBLIC LIBRARY — JANE WINSLOW
- LIBRARY FOUNDATION of S.F. — SHERRY THOMAS
- HISTORY & CULTURE of the S.F. PUBLIC LIBRARY — GIL McNAMEE

..... Lunch & Special Visit ......

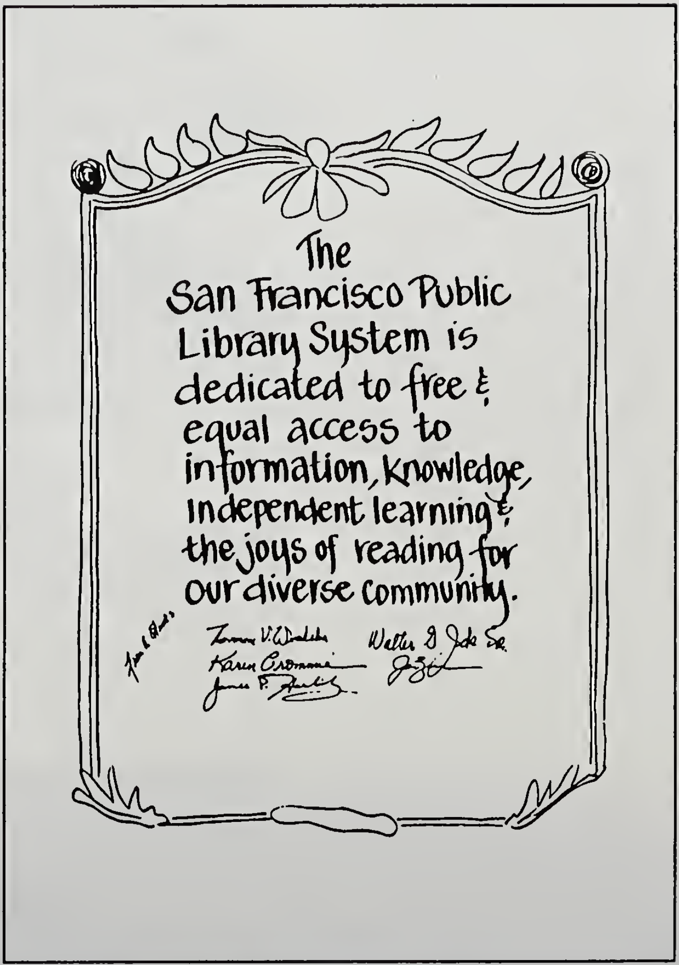
- CURRENT STATUS of NEW LIBRARY — Include budget ... & info. on unions + speak about branches vs. main
- LIBRARY'S PRESENT STATUS & the LIBRARY of the FUTURE AS ENVISIONED BY — KEN DOWLIN
- AGENDA for the NEW COMMISSION
  - * TOPICS to BE COVERED
  - * THE WAY YOU WORK TOGETHER
- PUBLIC COMMENTS
- ASSESS the DAY

MISSION AND GOALS

Martin reviewed the Goals and Mission of the San Francisco Public Library. These documents were charted and kept up on the wall for the duration of the session. At the conclusion of the meeting, all Commissioners signed the chart to signify their dedication to carrying out the Library's mission.



- SYSTEM ACCESS
- COLLECTIONS
- FACILITIES
- COMMUNITY PRIDE
- STAFF & COMMUNITY INVOLVEMENT



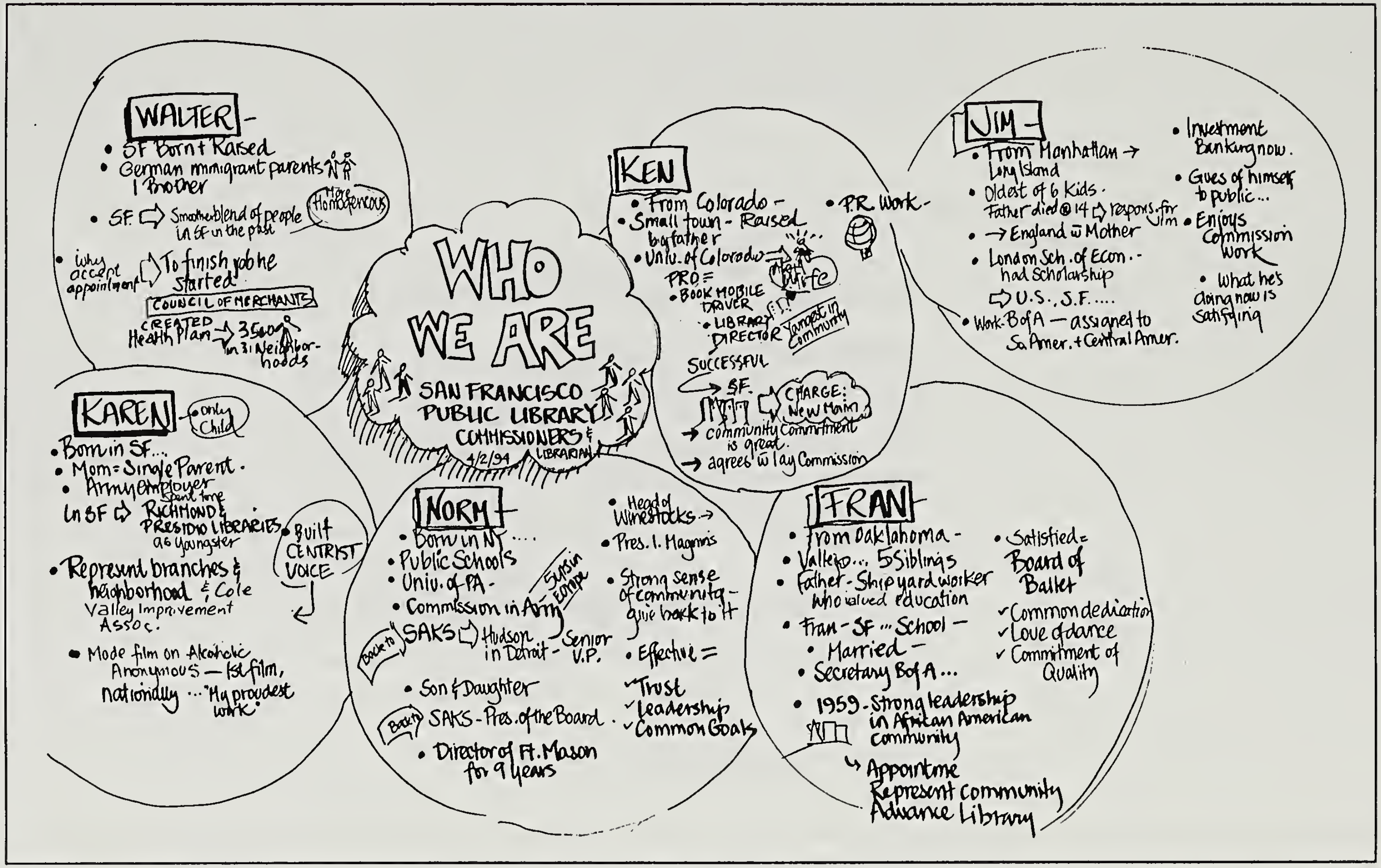
The San Francisco Public Library System is dedicated to free & equal access to information, knowledge, independent learning & the joys of reading for our diverse community.

INTRODUCTIONS

So that the new Commission members and the Librarian could get to know each other better, Martin asked everyone in the group to respond to the following points:

- Describe growing up in your family.
- What was it like when you came to San Francisco/grew up in San Francisco?
- Why did you accept the appointment to the Commission?
- What was satisfying for you in a previous service role and what made the organization effective?

The responses are shown below:


WHO WE ARE
SAN FRANCISCO PUBLIC LIBRARY COMMISSIONERS & LIBRARIAN
4/2/94
WALTER -
• SF Born + Raised
• German immigrant parents
1 Brother
• SF ⇨ Smoother blend of people in SF in the past
More Homogeneous
• why accept appointment ⇨ To finish job he started
COUNCIL OF MERCHANTS
CREATED Health Plan → 3500 in 31 Neighborhoods
KAREN - only Child
• Born in SF....
• Mom = Single Parent.
• Army employer
In SF ⇨ Spent time RICHMOND & PRESIDIO LIBRARIES as youngster
• Represent branches & neighborhood & Cole Valley Improvement Assoc.
• Made film on Alcoholic Anonymous — 1st film, nationally ... "My proudest work"
Built CENTRIST VOICE
NORM -
• Born in NY ....
• Public Schools
• Univ. of PA -
• Commission in Army
5 yrs in Europe
Back to SAKS ⇨ Hudson in Detroit - Senior V.P.
• Son & Daughter
Back to SAKS - Pres. of the Board.
• Director of Ft. Mason for 9 years
• Head of Winestocks →
• Pres. I. Magnins
• Strong sense of community - give back to it
• Effective =
✓ Trust
✓ Leadership
✓ Common Goals
KEN
• From Colorado -
• Small town - Raised by father
• Univ. of Colorado ⇨ Met Wife
PRO =
• BOOK MOBILE DRIVER
• LIBRARY DIRECTOR
Youngest in Community
SUCCESSFUL
→ SF.
⇨ CHARGE: New Main
→ community Commitment is great.
→ agrees w lay Commission
• P.R. Work -
JIM -
• From Manhattan → Long Island
• Oldest of 6 Kids.
Father died @ 14 ⇨ respons. for Jim
• → England w Mother
• London Sch. of Econ. - had Scholarship
⇨ U.S., S.F. ....
• Work B of A — assigned to So. Amer. + Central Amer.
• Investment Banking now.
• Gives of himself to public...
• Enjoys Commission Work
• What he's doing now is satisfying
FRAN -
• From Oaklahoma -
• Vallejo... 5 Siblings
• Father - Shipyard worker who valued education
• Fran - SF ... School -
• Married -
• Secretary B of A ...
• 1959 - Strong leadership in African American community
↳ Appointme
Represent community
Advance Library
• Satisfied = Board of Ballet
✓ Common dedication
✓ Love of dance
✓ Commitment of Quality

INTRODUCTORY COMMENTS

Additional comments that were made during the introductions were:

- Regarding the Commission meetings that are public, it is important to understand the dynamics at play. It is challenging and a dilemma. On one hand, there is the public's right to know. On the other hand, there is a need to have a sense of unity and a trusting relationship among Commissioners.
- How do you develop this relationship? We don't have hours and hours of practice.

RATING ORGANIZATIONAL EFFECTIVENESS

In order to establish a set of shared values in relation to how the Commission will conduct its work, Martin asked the group to review the introductory comments and identify traits of an effective organization that provides satisfaction for the people involved.

He asked participants to rank the traits in terms of the most important. Each individual was given 7 "dots" and asked to place one or more "dots" next to their priority selections. The qualities and ratings are shown below:

TRAIT	VOTES
• Trust	9
• Clear mission, group dedicated	9
• Management and governance are clear	8
• Strong sense of community	6
• Leadership (mechanism, attraction)	5
• Common, shared goals	5
• Quality standard (commitment to quality in operations)	3
• Ability to check one's ego at the door	3
• New experiences (benefits for individuals — give and receive)	1
• A voice on behalf of the institution	1
• Common sense of being self-made (experience and wisdom)	1

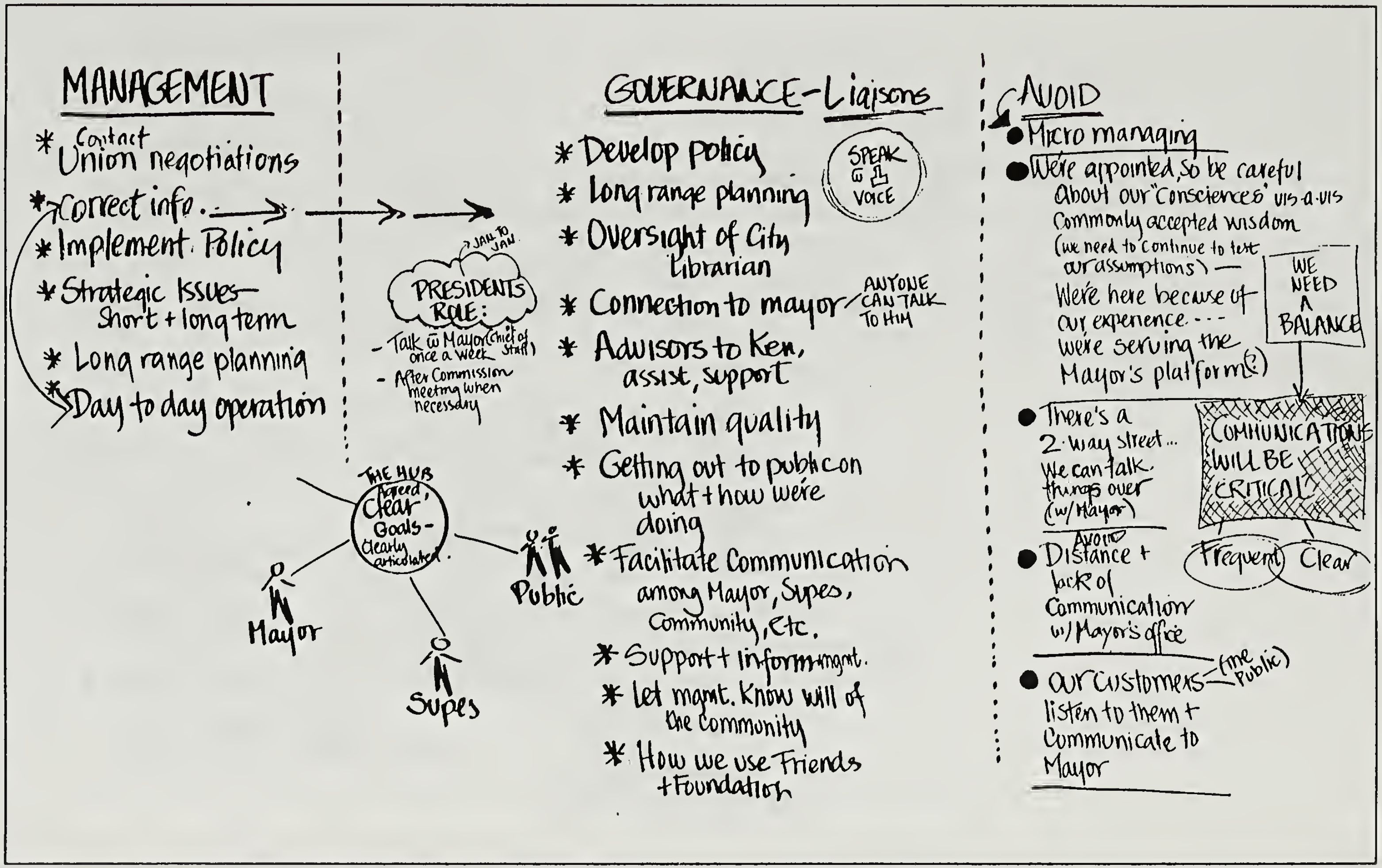
RATING ORGANIZATIONAL EFFECTIVENESS

Comments from this activity were:

- It was a worthwhile experience.
- The distilled 10 traits can form the basis of relationships going forward.
- What happens to trust during public scrutiny?
- How do we set policy without infringing on management and governance?

ROLES AND RESPONSIBILITIES

The Commissioners identified the key elements of the Roles and Responsibilities associated with being a member of the Library Commission. It is expected that this statement will be refined and strengthened as times goes on and will serve as a guideline for measuring accountability. The graphic below highlights participants' comments.


MANAGEMENT
* Contact Union negotiations
* Correct info.
* Implement. Policy
* Strategic Issues— Short + long term
* Long range planning
* Day to day operation
PRESIDENTS ROLE:
JAN TO JAN
- Talk w Mayor (chief of staff) once a week
- After Commission meeting when necessary
THE HUB
Agreed, Clear Goals - clearly articulated
Mayor
Supes
Public
GOVERNANCE-Liaisons
SPEAK W 1 VOICE
* Develop policy
* Long range planning
* Oversight of City Librarian
* Connection to mayor
ANYONE CAN TALK TO HIM
* Advisors to Ken, assist, support
* Maintain quality
* Getting out to public on what + how we're doing
* Facilitate Communication among Mayor, Supes, Community, etc.
* Support + inform mgmt.
* let mgmt. know will of the community
* How we use Friends + Foundation
AVOID
● Micro managing
● We're appointed, so be careful about our "Consciences" vis-a-vis commonly accepted wisdom (we need to continue to test our assumptions) — We're here because of our experience - - - we're serving the Mayor's platform(?)
WE NEED A BALANCE
● There's a 2 way street... We can talk things over (w/Mayor)
COMMUNICATIONS WILL BE CRITICAL
● Avoid Distance + lack of Communication w/Mayor's office
Frequent
Clear
● Our Customers — (the public) listen to them + Communicate to Mayor

PRESENTATIONS

As part of the orientation, two organizations that are aligned with the Library were described by their leaders:

- **Jane Winslow,** Executive Director, Friends of the San Francisco Public Library
- **Sherry Thomas,** Executive Director of the Library Foundation of San Francisco

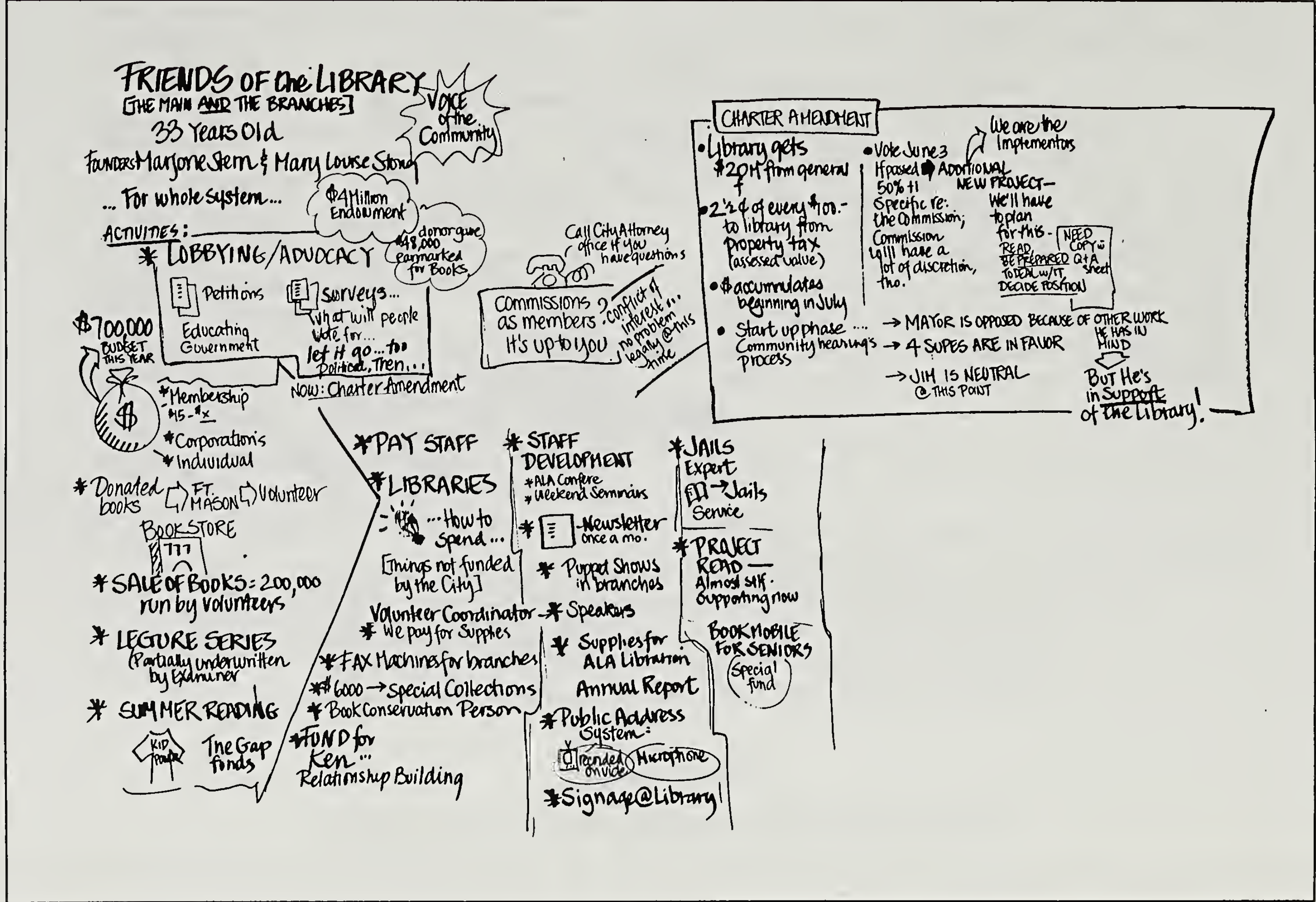
Gil McNamee, a former librarian who is now serving as a volunteer, presented a view of how the San Francisco Library was developed and grew over the years.

Highlights of comments made by all the speakers are included on the following three pages.

FRIENDS OF THE SAN FRANCISCO PUBLIC LIBRARY

JANE WINSLOW

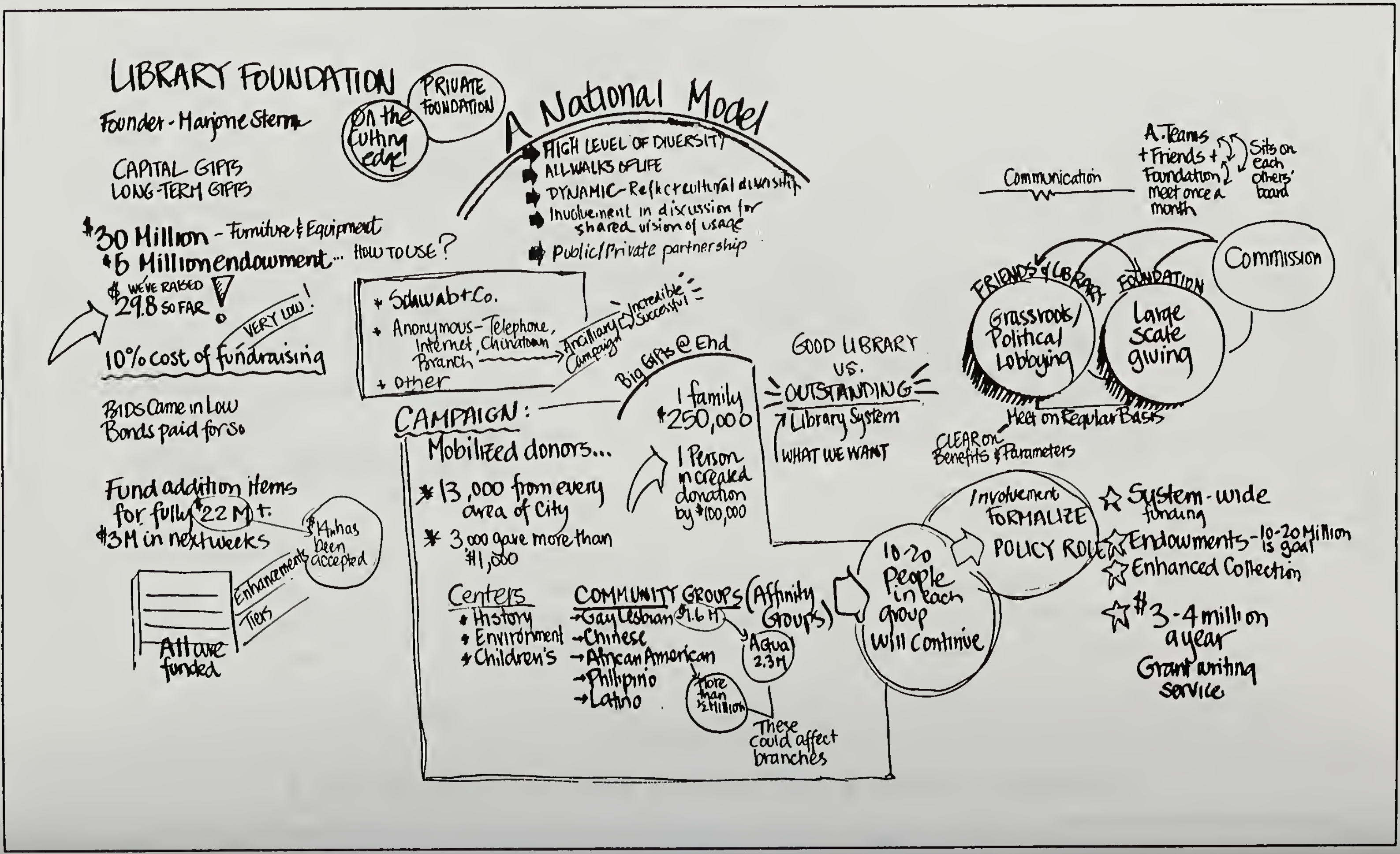
Jane Winslow described the programs and services of the Friends of the San Francisco Public Library with particular emphasis on the new charter amendment which will have a significant influence on the future funding of the Library.


FRIENDS OF the LIBRARY
[THE MAIN AND THE BRANCHES]
VOICE of the Community
33 Years Old
FOUNDERS Marjorie Stern & Mary Louise Stong
... For whole system...
$4 Million Endowment
donor gave $48,000 earmarked for Books
ACTIVITIES:
* LOBBYING/ADVOCACY
Petitions
Surveys...
What will people vote for...
Educating Government
let it go... too political, Then...
NOW: Charter Amendment
$700,000 BUDGET THIS YEAR
*Membership $15-$x
*Corporation's
*Individual
* Donated books
FT. MASON
Volunteer
BOOKSTORE
* SALE OF BOOKS: 200,000 run by volunteers
* LECTURE SERIES (Partially underwritten by Examiner
* SUMMER READING
KID POWER
The Gap funds
Call City Attorney office if you have questions
Commissions as members? It's up to you
conflict of interest... no problem legally @ this time
CHARTER AMENDMENT
• Library gets $20M from general f
• 2½¢ of every $100.- to library from property tax (assessed value)
• $ accumulates beginning in July
• Start up phase .... Community hearing's process
• Vote June 3
If passed ➡ ADDITIONAL NEW PROJECT—
50% +1
We are the Implementors
Specific re: the Commission; Commission will have a lot of discretion, tho.
We'll have to plan for this -
READ, BE PREPARED TO DEAL W/IT, DECIDE POSITION
NEED COPY w/ Q+A Sheet
→ MAYOR IS OPPOSED BECAUSE OF OTHER WORK HE HAS IN MIND
→ 4 SUPES ARE IN FAVOR
→ JIM IS NEUTRAL @ THIS POINT
BUT He's in Support of the Library!
*PAY STAFF
*LIBRARIES
...How to spend...
[Things not funded by the City]
Volunteer Coordinator
* We pay for Supplies
*FAX Machines for branches
*$6000 → Special Collections
* Book Conservation Person
*FUND for Ken...
Relationship Building
* STAFF DEVELOPMENT
*ALA Confere
*Weekend Seminars
* -Newsletter once a mo.
* Puppet Shows in branches
* Speakers
* Supplies for ALA Librarian
Annual Report
*Public Address System:
Recorded on video
Microphone
*Signage@Library
*JAILS Expert
→ Jails Service
*PROJECT READ— Almost self-supporting now
BOOKMOBILE FOR SENIORS
Special fund

Library Foundation of San Francisco

SHERRY THOMAS

Sherry Thomas described the fundraising campaign of the Library Foundation of San Francisco and indicated that the Foundation was close to its $30 million goal. She also described a variety of programs associated with the campaign and placed particular emphasis on the community groups that were significant partners in the effort.


LIBRARY FOUNDATION
Founder - Marjorie Stern
CAPITAL GIFTS
LONG-TERM GIFTS
$30 Million - Furniture & Equipment
$5 Million endowment... HOW TO USE?
WE'VE RAISED $29.8 SO FAR
VERY LOW!
10% cost of fundraising
BIDS Came in Low
Bonds paid for so
Fund addition items for fully $22 M +
$3 M in next weeks
$4 M has been accepted
Enhancements
Tiers
All are funded
PRIVATE FOUNDATION
On the cutting edge
A National Model
HIGH LEVEL OF DIVERSITY
ALL WALKS OF LIFE
DYNAMIC - Reflect cultural diversity
Involvement in discussion for shared vision of usage
Public/Private partnership
* Schwab + Co.
* Anonymous - Telephone, Internet, Chinatown Branch
+ other
Ancillary Campaign
Incredible Successful
CAMPAIGN:
Mobilized donors...
* 13,000 from every area of City
* 3,000 gave more than $1,000
Big Gifts @ End
1 family $250,000
1 Person increased donation by $100,000
GOOD LIBRARY vs. OUTSTANDING Library System
WHAT WE WANT
Centers
History
Environment
Children's
COMMUNITY GROUPS (Affinity Groups)
Gay Lesbian $1.6 M
Chinese
African American
Philipino
Latino
Actual 2.3 M
More than ½ Million
These could affect branches
10-20 People in each group will continue
Involvement FORMALIZE POLICY ROLE
Communication
A Teams + Friends + Foundation meet once a month
Sits on each others' board
FRIENDS of LIBRARY
Grassroots/Political Lobbying
FOUNDATION
Large scale giving
Commission
Meet on Regular Basis
CLEAR on Benefits & Parameters
System-wide funding
Endowments - 10-20 Million is goal
Enhanced Collection
$3-4 million a year
Grant writing service

HISTORY OF THE SAN FRANCISCO PUBLIC LIBRARY

GIL McNAMEE

Gil McNamee made comments which are paraphrased below:

The first free library in California was in San Francisco.

In 1888, the Library was close to where the Mission branches are now. Three more branches were added that year.

In 1889, the Library moved to City Hall in a wing on McAllister Street. There was an earthquake that year and the Library lost 160 volumes of work.

Carnegie gave the Library funds but it was seen as "tainted" money from the "union busting Carnegie". Whether or not the money would be used was put to a vote and the majority of the people were in favor of accepting it. The Carnegie Libraries are Richmond, Mission, Noe Valley, Golden Gate and Sunset. They are distinguishable by their Baroque architecture.

In 1929, the Business Library was established in the downtown area. It was different from the branches, a part of the Main. That was the year the stock market collapsed.

In the 1950's and 60's, 27 branches were built. The Main was in disrepair, especially the technical services. There were articles in the Chronicle for five days talking about "the disgrace". A support committee of 50 citizens appointed by the Mayor worked with the Commission to address the problems. This group evolved into the Friends of the Library.

The 1970's was a most exciting time. The branches were clustered under the Bay Area Regional Reference Center (BARRC). There were workshops on "new" subjects; a periodical entitled "Synergy", which won national awards; telecommunications; a FAX network; video; a welcome desk; and we spoke throughout the world about our work. We began then to build collections in the Library, filling in the gaps.

In 1989, the earthquake caused the Library to be closed for four months. In that year we started tours.

We currently have programs for deaf and blind individuals as well as Project READ and an international department. These are evolving day by day.

KEN DOWLIN'S REMARKS

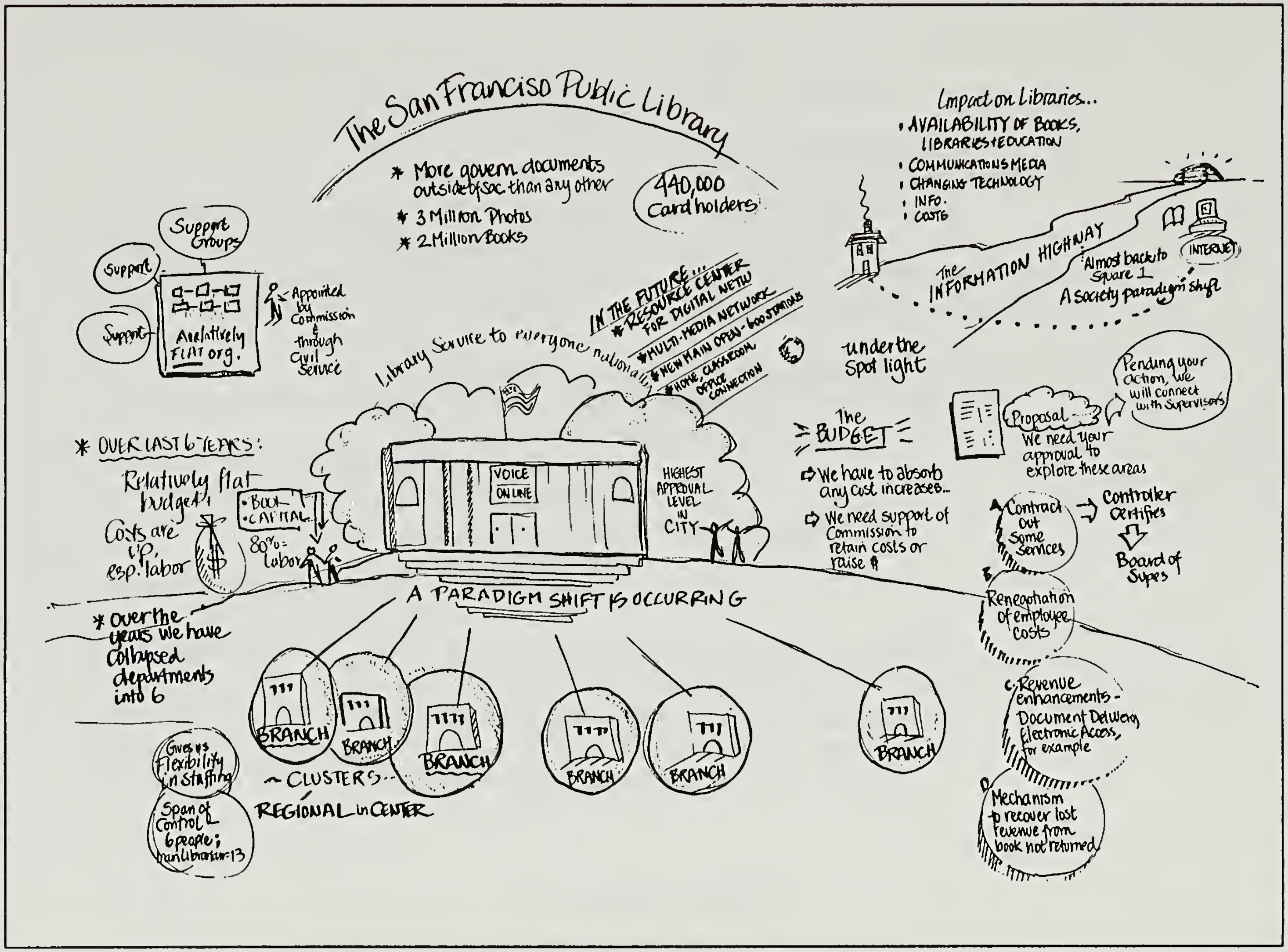
Ken Dowlin, Head Librarian, escorted the group to the Library roof, the best viewing of the new Main, which is under construction and due to be completed in 1995. He described the features and layout of the building.

After lunch, the group reconvened in the Lurie Room. Ken spoke about the Library's present status and offered his vision of the Library of the future.

The graphic and text on the following page summarizes Ken's remarks.

PRESENT STATUS AND FUTURE VISION OF THE LIBRARY

Ken spoke of the Library in terms of a system of branches and services, noting the importance of each neighborhood facility and how they are tied together as a network via the Main Library. He spoke of the Library as it is today, what it will look like in the future and how the Library will be central to the information highway in the new world of information.


The San Francisco Public Library
* More govern. documents outside of Sac. than any other
* 3 Million Photos
* 2 Million Books
440,000 Card holders
Support Groups
Support
Support
A relatively FLAT org.
Appointed by Commission & through Civil Service
Library Service to everyone nationally
IN THE FUTURE...
* RESOURCE CENTER FOR DIGITAL NETW
* MULTI-MEDIA NETWORK
* NEW MAIN OPEN - 600 STATIONS
* HOME, CLASSROOM, OFFICE CONNECTION
VOICE ON LINE
HIGHEST APPROVAL LEVEL IN CITY
* OVER LAST 6 YEARS:
Relatively flat budget,
Costs are up, esp. labor
• BOOK • CAPITAL
80% = Labor
A PARADIGM SHIFT IS OCCURRING
* Over the years we have collapsed departments into 6
Gives us Flexibility in Staffing
Span of Control 6 people; main Librarian = 13
BRANCH
BRANCH
BRANCH
BRANCH
BRANCH
BRANCH
~ CLUSTERS...
REGIONAL in CENTER
Impact on Libraries...
• AVAILABILITY OF BOOKS, LIBRARIES + EDUCATION
• COMMUNICATIONS MEDIA
• CHANGING TECHNOLOGY
• INFO.
• COSTS
The INFORMATION HIGHWAY
Almost back to Square 1
A Society paradigm shift
INTERNET
under the Spot light
The BUDGET
We have to absorb any cost increases...
We need support of Commission to retain costs or raise $
Proposal...
We need your approval to explore these areas
Pending your action, we will connect with Supervisors
A. Contract out Some Services
Controller Certifies
Board of Supes
B. Renegotiation of employee costs
C. Revenue enhancements - Document Delivery Electronic Access, for example
D. Mechanism to recover lost revenue from book not returned

AGENDA TOPICS

In an effort to think about the short-term tasks that lie before the Commission, a series of topics was outlined that focused on the immediate issue of the 1994-95 budget and the need to deal with a significant deficit. Specific agenda items identified for the new Commission were:

- Discuss Library salaries.
- Invite input from The Neighborhoods Together and Council of Neighborhood Libraries.
- Discuss the charter initiative.
- Discuss quality vs. the number of branches.
- Discuss the quality issue in general.
- Spend more time on group dynamics and decision-making.
- Discuss the need to reach out to the public and decide on a vehicle to do this.
- Have Commission meetings at branches when possible.

COMMENTS FROM THE COMMISSIONERS AND THE LIBRARIAN

At this point in the meeting, several comments were made by Commissioners and the Librarian as paraphrased below:

- With all this support, how did we get to where we are today? (i.e., the disbanding of the previous Commission). Where did we go wrong? What can we learn from this?

- The role of this Commission has radically changed. The public/private partnership is great. We are being asked to cut funds. It is a stress and strain because we are in the public eye and everyone has answers.

- We need to talk with other Commissions.

- The Friends, the Foundation and the Commission need to work together with leadership from the Commission.

- We need to understand the goals, missions and programs for the Commission as well as the supporting organizations.

* We need to inform the public that we are committed to the **entire** Library system. The system can be equated to the circulatory system of a human body: the Main is the heart which pumps blood through the arteries or branches of the Library.

In addition to these comments, three action items were identified:

- Provide Commissioners with the full vitaes of all the members as they were sent to the Mayor's office.

- Provide the Commissioners with summaries of the Foundation's minutes.

- Provide the Commissioners with a copy of Ken Dowlin's presentation.

DOCUMENTS DEPT.
APR - 6 1994
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Tuesday, April 5, 1994**

TIME: **4:30 P.M.**

PLACE: **Lurie Room, Main Library**

AGENDA:

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Approval of Minutes of February 1, 1994**
   Approval of Minutes of February 23, 1994
   Approval of Minutes of March 15, 1994

5. **Approval of Consent Calendar**

There will be no separate discussion of Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

A. **Approval of Resolution #1673:** Approval of temporary exempt and non-civil service appointments and separations

SAN FRANCISCO PUBLIC LIBRARY · Civic Center · San Francisco · California · 94102

6. **President's Report**: **James P. Herlihy**

   A. Announcement of required ten days notice of intent to amend the San Francisco Public Library Commission Bylaws to include an article allowing for bylaw suspension in conjunction with electing officers mid year

   B. Appointment of Nominating Committee for Vice President for year 1994

   C. Appointments of standing Committee Chairs and members

   D. Approve schedule for regular Commission meetings and Committee meetings

   E. Discussion and approval of motion which supersedes the budget reduction action taken February 23, 1994 for FY 1994/95. (Tabled from 3/15 meeting)

   F. **Resolution #1669:** Discussion and approval of budget policy to reduce the Library budget by $452,000 for FY 1994/95 (Tabled from 3/15 meeting)

7. **City Librarian's Report**: **Kenneth E. Dowlin, City Librarian**

   A. Department of Public Works report on work in progress, New Main

   B. Department of Public Works report on work in progress, Branches

   C. **Approval of Resolution #1672:** Authorizing the San Francisco Public Library to accept and expend a gift from the Library Foundation of San Francisco not to exceed $1,711,000 to fund building enhancements, furnishings and equipment to the new Main Library.

   D. **Approval of Resolution #1674:** Commending the leadership and service of the six former Library Commissioners

E. **Approval of Resolution #1675:** Authorizing the San Francisco Public Library to apply for funds not to exceed $583,779.00 available through United States Department of Commerce, National Technology Information Administration for the purchase of broadcast quality video equipment for the purpose of establishing the Channel 54 Headin and City Hall Broadcast sites. Indirect cost are included in this grant award

F. Discussion of CALTRANS contract for the planning of the Community Resource Network Project

G. Discussion of the Corporation for Public Broadcasting award to KQED/KALW for establishing a Homework Helpline Network in conjunction with San Francisco State University, San Francisco Public Library and The Well

H. Announcement of Toping Off ceremony for New Main Library on May 12, 1994 at 11:30 a.m.

8. **Finance Committee Report**

A. No report

9. **Planning Committee Report**

A. No report

10. **Building and Facilities Committee Report**

A. No report

11. **Librarians' Guild**

12. **New Business**

13. **Public Comment**

14. **Meeting Review**

15. **Adjournment**

3/30/94:dm

Resolution #1673

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1994. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of March, 1994 be approved:

3602 Library Page

Wayne, Benjamin

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Bloland, Per
Shappy, Eric

PROPOSED SCHEDULE OF LIBRARY COMMISSION MEETINGS

APRIL, 1994 - DECEMBER, 1994

Library Commission meeting - every first Tuesday of the month

Finance Committee meeting - every second Tuesday of the month

Planning Committee meeting - every second Wednesday of the month

Building & Facilities Committee - every second Thursday of the month

RANCISCO

STANDING COMMITTEES

FINANCE COMMITTEE 4:30PM

Norman V. Wechsler, Chair
Karen Crommie
Thomas H. Gee

PLANNING COMMITTEE 3:30PM
Karen Crommie, Chair
Fran A. Streets
Walter Jebe, Sr.

BUILDING AND FACILITIES COMMITTEE 3:00PM

Jan Zivic, Chair
Fran A. Streets
Walter Jebe, Sr.

AD HOC NOMINATION COMMITTEE (Vice President)

Walter G. Jebe, Sr., Chair
Jan Zivic

RESOLUTION # 1675

[Grant - Federal Funds]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR FUNDS NOT TO EXCEED $583,779.00 AVAILABLE THROUGH UNITED STATES DEPARTMENT OF COMMERCE, NATIONAL TECHNOLOGY INFORMATION ADMINISTRATION FOR THE PURCHASE OF BROADCAST QUALITY VIDEO EQUIPMENT FOR THE PURPOSE OF ESTABLISHING THE CHANNEL 54 HEADIN AND CITY HALL BROADCAST SITES. INDIRECT COST ARE INCLUDED IN THIS GRANT AWARD.

WHEREAS, the Department of Commerce/NTIA has federal funds available for implementing local government cable programming; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the Department of Commerce/NTIA for the purchase of broadcast quality video equipment that will establish the New Main Library as the headin site for CityWatch cable channel 54, the government access channel and to install equipment in The Board of Supervisors Chamber and Committee Room for gavel to gavel coverage and to install equipment in the Emergency Command Center; and

WHEREAS, The San Francisco Library Foundation will provide matching funds for this grant not to exceed $194,593.00; and

RESOLVED, That the San Francisco Public Library is authorized to apply for federal funds not to exceed $583,779.00 for establishing a cable headin in the New Main Library, broadcast sites at City Hall and a headin at the Emergency Command Center; and

RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That the San Francisco Public Library will use San Francisco Library Foundation funds for the required 25% matching funding and will provide indirect cost for this grant award.

RESOLUTION #1674

[Commendation]

WHEREAS, The Honorable Donna Miller Casey served on the Finance Committee and the Nominations Committee for the San Francisco Public Library Commission; is the San Francisco County representative to the Bay Area Library and Information Services Advisory Committee; and

WHEREAS, The Honorable Steven Coulter served for four years as president of the Commission; subsequently chaired the Planning Committee; has been a leader in the development of library affinity groups; has been invaluable in the development of the library's lesbian/gay center; has been a primary force in the development of the new main library project; has been a leader in the Commission's commitment to intellectual freedom; serves as a member of the board of directors of the Library Foundation of San Francisco; and

WHEREAS, The Honorable Virginia Gee served on the Planning Committee; chaired the Commission Bylaws Committee; served as Commission Vice President; has been a leader in the development of library affinity groups; has been an articulate voice for underserved communities in San Francisco; and

WHEREAS, The Honorable Mark Orsi chaired the Finance Committee and the

Nominations Committee; oversaw the change to the Administrative Code permitting the library to retain funds generated by the provision of information services; and

WHEREAS, The Honorable Barbara Rosenberg chaired the Facilities Committee; chaired the committee to determine the renewal of valuable leases of the Fuhrman Trust; served as Commission Second Vice President; and

WHEREAS, The Honorable Roselyne Swig served on the Planning Committee and the Finance Committee; has been a leader in the development of the new main library; has been an articulate voice for the rights of women and against domestic violence; now, therefore, be it

RESOLVED, That the San Francisco Public Library Commission commends Donna Miller Casey, Steven Coulter, Virginia Gee, Mark Orsi, Barbara Rosenberg, and Roselyne Swig for their service as Public Library Commissioners; and be it

FURTHER RESOLVED, That the San Francisco Public Library Commission, on behalf of the people of the City and County of San Francisco, expresses gratitude to these six San Franciscans for their leadership, commitment, and the care they have provided to the Public Library as an institution and to the people it serves.

RESOLUTION # 1672

[GIFT ACCEPTANCE]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT AND EXPEND A GIFT FROM THE LIBRARY FOUNDATION OF SAN FRANCISCO IN THE AMOUNT OF $1,711,000 TO FUND VARIOUS BUILDING ENHANCEMENTS, FURNISHINGS AND EQUIPMENT FOR THE NEW MAIN LIBRARY.

WHEREAS, A new main library is being constructed on Marshall Square in Civic Center; and,

WHEREAS, Funding for construction of the new main library is provided by the proceeds of general obligation bonds approved by the voters in 1988; and,

WHEREAS, General obligation bond proceeds cannot be used to purchase movable furniture or equipment for the building; and,

WHEREAS, The Library Foundation of San Francisco undertook in 1989 to raise $22,000,000 to furnish, equip and enhance the interiors of the building beyond the scope of the construction project; and,

WHEREAS, The Library Foundation has over the past three years committed to funding a total of $13,655,336 toward new main library interior design, furniture and building enhancements; and,

WHEREAS, The Library Foundation has agreed to fund the $1,711,000 needed to purchase various furnishings, equipment and building enhancements; now, therefore be it

RESOLVED, That the Library Commission commend the Library Foundation for its exceptional fundraising success; and be it

FURTHER RESOLVED, That the Library Commission express its gratitude to the Library Foundation for its tireless efforts to reach its goal, demonstrating the deep support within the San Francisco community for the new main library project; and be it

FURTHER RESOLVED, That the Library Commission accept the Library's Foundation's gift of $1,711,000; and be it

FURTHER RESOLVED, That the Library Commission urges the Board of Supervisors to express its gratitude to the Library Foundation for its generosity and to accept this gift on the behalf of the city of San Francisco.

RESOLUTION # 1669

Resolution Presented to Library Commission on

February 23, 1994

By the City Librarian

WHEREAS, The San Francisco Public Library has been directed by the Mayor to submit a baseline budget the same as FY 1993-94; and

WHEREAS, $452,000 will be required to offset anticipated increases in costs; and

WHEREAS, It has been the policy of the Commission to give priority to maintain the budget for materials to the greatest extent possible; and

WHEREAS, The Mayor has requested the Library to adopt a policy that would achieve the target budget without the closure of any Library facilities; now, therefore be it

RESOLVED, That the Library administration move forward energetically to enlist the support of the community for a broad based volunteer program to support the professional library staff; and, be it

FURTHER RESOLVED, That the Commission directs the administration to:

1. Submit last year's budget which includes uncontrollable fixed cost increases.
2. Submit to the Controller by April 1, 1994 a request for Proposition J certification for the following functions:

- Custodians
- Security Officers
- Shelving at the Main Library

3. Request the Employee Relations Department to begin negotiations with SEIU Local 790 to achieve some or all of the cost savings in personnel that offsets the projected cost increases in personnel.
4. Direct the City Librarian to explore options for increasing revenues.

Revised 3/30/94/ked

Resolution #1669

Resolution Presented to Library Commission on

February 23, 1994

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Revised 3/9/94/ked

cc: ATEAM

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APR - 6 1994
SAN FRANCISCO
PUBLIC LIBRARY

COST RECOVERY AND REVENUE ENHANCEMENT
FISCAL YEAR 1994-95

SAN FRANCISCO PUBLIC LIBRARY

PREPARED BY
KENNETH E. DOWLIN
CITY LIBRARIAN

MARCH 31, 1994

SAN FRANCISCO PUBLIC LIBRARY · Civic Center · San Francisco · California · 94102

Fiscal Year 1994-1995
BUDGET SUMMARY

93-94 Expenditures	$ 16,851,944	94-95 Expenditures	$17,000,375
93-94 Revenues	496,014	94-95 Revenues	496,014
93-94 General Fund Support	$ 17,347,958	94-95 General Fund Support	$ 17,496,389

General Fund Support

93-94 General Fund Support	$ 17,496,389
94-95 General Fund Support	$ 17,347,958
Difference in General Fund Support	$ 148,431

94-95 Uncontrollable Fixed Costs	$ 600,000 (approx)	
These costs include those budget items whose rate of increase is not controlled by the library, e.g. rent, utilities, fuel, toxic waste and hazmat disposal and fuel costs. Other costs are the 790 contract increases (if upheld), including premium pay, severance pay and a wage increase of two percent, none of which will be optional for the library.		
94-95 General Fund increase	[148,431]	
Total reduction amount	$ 451,569 or	$452,000

Fiscal Year 1994-95
BUDGET OPTIONS

Cost Containment	Revenue Enhancement
Option One Contracting out This would consist of replacing custodial staff, security staff and/or a number of pages with contracted workers. **AMOUNT SAVED:** **$87,907**	**Option One** Electronic Information Services Implementing a fee-for service plan for special electronic services. **AMOUNT EARNED:** **$ 78,375 (est)**
Option Two Renegotiation of Employee costs **Option (a)** A reduced workweek would be the reduction of work hours to 37.5 per week, offsetting the 790 contract increases. **$434,069 (est)** **Option (b)** The elimination of premiums would have to be negotiated with 790, after the court case has been decided and levels set. **$189,563 (est)** --- **Option (c)** The Library could implement a shelving classification for pages. **Main** **$ 55,770 (est)** **Branches** **$ 57,038 (est)** **$112,808 (est)**	**Option Two** Recoup item losses and unpaid fines This would entail approaching the City's collection agency or outside agencies for third party collection. The estimated amounts to be recouped are conservative estimates. **$430,587 (est)**

COST CONTAINMENT

Contracting Out

Custodial

The library system encompasses 28 buildings dispersed throughout the neighborhoods of San Francisco. Most facilities are City-owned; six branches are housed in rented properties. Some locations have little or no exterior landscaped areas while others adjoin park property or have extensive planted areas on library property. Daily servicing of open facilities is required. At least two custodians need to be on staff in the Main Library during hours the building is occupied to respond to emergencies and for routine maintenance. At this time the salary costs with benefits for custodial workers is **$715,244 (approx)**.

System-wide services are contracted out.	**Savings system-wide:**	**$44,396**

Security

Security services are provided for the main library, library annex and twenty-six branch libraries. Although security officers are primarily assigned on duty to at the main library, occasional response to another library facility may be required. Security officers have regular foot patrol and stationary duties. The library is an unusual security environment, requiring tact and common sense as well as the ability to act quickly and decisively to resolve dangerous or disruptive situations. Additionally, as many of the library's security problems arise with the same people on an ongoing basis, turnover of security personnel needs to be kept at a minimum. At this time, salary costs with benefits for security staff is **$248,703 (approx)**.

System-wide services are to be contracted out.	**Savings system-wide:**	**$43,511**

Shelving

The contractor shall be responsible for the shelving of all library materials. This constitutes the processing of books from the various book/media drop boxes, including sorting, shelving, shelf reading, sweeping, and culling and shifting as needed in order to place materials in their permanent location on the library shelves so that they can be retrieved by library patrons.

Thus far, the only bid received is from the San Francisco Conservation Corps, which has a base charge of $16.50 per hour. This hourly wage is $5.63 above the amount that is currently paid.

In the Main, approximately 14.6 Page positions could be contracted out.	**Savings at Main:**	**$ TBD**

Renegotiation of Employee Costs - Overview

Much of what the employee costs for 1994-95 might be are contingent upon the decision made in the pending litigation of the SEIU 790 contract. The provisions in the contact could change significantly as a result. The court date is set for June 13.

An overview of the possible impact of 790 Contact Increases:

Volunteer Supervision	173,763
Night premium	2,908
Bilingual pay	12,788
Word processing premium	104
	189,563
Wage increase 2%	244,506
	$ 434,069

Workweek reduction

A reduction of the workweek from 40 hours to 37.5 is a 6.25% reduction in the workweek. The savings in this reduction would offset the increases in the 790 contract provisions.

Amount saved: offset of 790 increases

New Classification

Implementation of a new classification, a shelving classification could reduce costs if some Page positions currently in the 3602 slot were to be shifted to another classification. The Page classification would be retained for those non-shelving positions. Shelvers in the new classification would be paid approximately $6.00 per hour, approximately $4.88 less per hour than pages.

In the Main, approximately 14.6 Page positions could be shifted to the new classification.	**Savings at Main:**	**$ 55,770 (approx)**
In the Branches, approximately 15 Page positions could be shifted to the new classification.	**Savings at Branches:**	**$ 57,038 (approx)**
	Total savings	**$ 112,808 (approx)**

REVENUE ENHANCEMENT

Electronic Information Services

The library could implement the delivery of full-text articles from SFPL online system via computer or facsimile machine. The proposed charge is $5.00 per transaction (trans)and $ .25 per page, figured at an average of 3 pages per transaction. It is estimated that at 35 trans per day, 25 days per month there would be approximately 10,500 transactions per year.

Transaction fee	$ 5.00
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Average charge	5.75
Transactions per year	(x) 10,500
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Average charge	$ 12.00
Transactions per year	(x) 15,000
Total charges	$ 180,000
Ten percent rebate (est)	$ 18,000

Estimated income from Electronic Information Services. $ 78,375

Recoup Item losses and unpaid fines - overview

The possibility of retaining the services of a collection agency for missing items and unpaid fines has been investigated. As of March 18, an outstanding fines are as follows:

[1]Fines for items over 42 days	379,700
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[1] These are fines outstanding on items returned. The fines on these items are capped at $5.00 per item. At $.10 a day, the delinquent patron reaches the cap in 50 days.

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DOCUMENTS DEPT.
APR 22 1994
SAN FRANCISCO
PUBLIC LIBRARY

DRAFT

LIBRARY COMMISSION MINUTES
APRIL 5, 1994

I. **Call to Order:** 4:32 PM

II. **Roll Call:** Present: President James P. Herlihy; Commissioners Karen Crommie; Walter Jebe, Sr.; Fran A. Streets; Norman V. Wechsler and Jan Zivic
Excused: Commissioner Thomas H. Gee

III. **APPROVAL OF MINUTES:**

A. Minutes of February 1, 1994, February 23, 1994 and March 15, 1994

ACTION: Unanimously approved

IV. **CONSENT CALENDAR**

A. Approval of Resolution #1673: Approval of temporary exempt and non-civil service appointments and separations

ACTION: Unanimously approved
(Attachment)

V. **President's Report: James P. Herlihy**

A. **Notice of Amendment of Commission Bylaw**

President Herlihy directed the Planning Committee to consider amendment of the Commission Bylaws to proivde for bylaw suspension in conjunction with electing officers mid year.

B. Appointment of Ad Hoc Nominating Committee for Vice President for Year 1994

President Herlihy appointed Commissioner Jebe, Chair, and Commissioner Zivic, member, to the ad hoc Nominating Committee for recommendation of Vice President for year 1994.

C. Committee Appointments

Finance Committee:
Commissioner Wechsler, Chair
Commissioners Crommie and Gee, members

Building & Facilities Committee:
Commissioner Zivic, Chair
Commissioners Streets and Jebe, members

Planning Committee:
Commissioner Crommie, Chair
Commissioners Jebe and Streets, members

D. Committee Schedules

Finance Committee meeting - third Tuesday of the month at 4:00 PM

Planning Committee meeting - third Wednesday of the month at 3:00 PM

Building & Facilities Committee meeting - third Wednesday of the month at 4:00 PM

ACTION: Unanimously approved
(Attachment)

E. Budget

The Commission directed the City Librarian to proceed with the implementation of actions contained in the Cost Recovery Revenue Enhancement program FY 1994/95 as presented, and to seek Controller certification.

David Heindel, Mayor's Budget Analyst, stated that to retain revenues the Library would have to be designated a Special Fund Department and that at present any additional revenues generated would go into the general fund. Mr. Heindel stated that the policy of the Mayor is that the funds would stay in the Library, but that there are technical reasons that has not happened.

Commissioner Wechsler discussed opting for investigating revenue enhancements before implementing any other action.

Commissioner Zivic suggested changing some Branch Libraries into Reading Centers as a cost saving option.

Neel Parikh, Chief of Branches, reviewed the operating and staffing parameters for Reading Centers.

Commissioner Streets expressed her interest in increasing revenue while still maintaining quality Branch Libraries.

President Herlihy suggested that if Controller certification can not be obtained for Cost Containment options One and Two and the Revenue Enhancement Options One and Two, that the Commission should revisit Commissioner Zivic's suggestion.

Julia Moll, Deputy City Attorney, gave legal advice that Resolution #1669 be renumbered and rewritten for clarity. Resolution #1669 was replaced by the Cost Recovery and Revenue Enhancement document and numbered Resolution #1676.

[RESOLUTION #1676]

WHEREAS, The San Francisco Public Library has been directed by the Mayor to submit a baseline budget the same as FY 1993/94; and

WHEREAS, $452,000 will be required to offset anticipated increases in costs; and

WHEREAS, It has been the policy of the Commission to give priority to maintain the budget for materials to the greatest extent possible; and

WHEREAS, The Mayor has requested the Library to adopt a policy that would achieve the target budget without the closure of any Library facilities; now, therefore, be it

RESOLVED, That the library administration move forward to implement the Cost Recovery and Revenue Enhancement for FY 1994/95 in a hierarchy of priorities prepared by Kenneth Dowlin, City Librarian, which supercedes Resolution #1669. (Attachment)

Marti Goddard, Deaf/Hearing Impaired Librarian, stressed that it was important to retain security personnel who are well trained in assisting deaf/hearing and mobility impaired patrons in case of emergencies.

Bill Hale, library patron, suggested that cost recovery funds be used to replace lost books.

David Gabler, SEIU Local 790 business agent, supported Commissioner's Wechsler's proposal that revenue enhancement be made a priority. He stated that the Union is open to considering option two once the lawsuit is resolved, but urged that the Cost Containment option one be rejected.

Landis Whistler, Library TNT Chairman, stated that reducing hours to a 37.5 workweek unduly penalized library professionals.

Rachel MacLachlan, SFPL Security Director, stated that a fundamental part of security is making Libraries accessible to patrons. Ms. MacLachlan stated that controlling people's behavior rather than excluding patrons is the key to making the library safer and accessible.

Jason Gibbs, Art/Music/Recreation Librarian, presented his reaction to the budget proposals and suggested that the Commission not contract out services. Mr. Gibbs encouraged revenue enhancement and requested that the Commission keep in mind free and equal access.

Maude Smith, Welcome Desk volunteer, spoke in support of security personnel and noted that there is high employment turn-over when contracting out.

John Kenny, Library Page, expressed his interest in maintaining the present security staff.

Marty Kashuba, Bernal Library patron, expressed concern in contracting out the page classification and emphasized their value to the system.

Edward Benner, library patron, questioned the figures on page 6, of the Cost Recovery and Revenue Enhancement FY 1994/95 document stating that the total income figure and the estimated income from electronic information services should be higher.

Olive James, General Collections Manager, encouraged the Commission to consider Commissioners Wechsler and Zivic's proposal. Ms. James also spoke in support of maintaining the custodial staff.

Ellen Egbert, Bernal Heights resident, stated that the numbers in the Cost Recovery and Revenue Enhancement FY 1994/95 document were confusing and differed from other published figures.

Rich Walsh, Manager of Facilities & Finance, clarified that the saving on contracting out was not as high as anticipated.

Commissioner Jebe departed at 6:30 PM.

President Herlihy prioritized the budget options as follows:

Option one (revenue enhancement) - priority one
Option two (revenue enhancement) - priority two
Option two C (cost containment) - priority three
Option two B (cost containment) - priority four
Option one (cost containment) - priority five
Option two A (cost containment) - priority six

The priority ranking of the Reading Center proposal was postponed until the next meeting of the Finance Committee.

Commissioner Crommie questioned the priorities of revenue enhancements and charges for information services. At the request of President Herlihy, the City Librarian described the services for which the library currently charges fees. Commissioner Wechsler expressed support for charging fees for expanded electronic services sought by businesses; Commissioner Zivic indicated that fees for services to off-site library patrons seemed reasonable and suggested separate fee schedules for individuals and businesses.

ACTION: Resolution #1676 was unanimously approved. (Attachment)

The reports from the Department of Public Works on progress of the new main library and branch renovations were deferred until the next meeting of the Buildings and Facilities Committee.

VI. CITY LIBRARIAN'S REPORT, Kenneth E. Dowlin

Mr. Dowlin briefly described activities of the Library Foundation of San Francisco. Commissioner Wechsler moved to approve Resolution #1672.

ACTION: Resolution #1672 was unanimously approved. (Attachment)

President Herlihy recalled Commissioner Jebe's motion at the previous Commission meeting to commend the past six Public Library Commissioners; Resolution #1674 was introduced on Commissioner Jebe's former motion.

ACTION: Resolution #1674 was unanimously approved. (Attachment)

George McBride, coordinator of Automation Services, described Resolution #1675 to the Commission. In response to a question from Commissioner Crommie, Mr. McBride indicated that a Headin was the point of origin of a TV program being fed into the cable network. In response to a question from Commissioner Wechsler, Mr. McBride explained that Channel 54 is funded from the franchise fee the City charges Viacom. Commissioner Wechsler moved approval of Resolution #1675. In response to a question from Jason Gibbs, Librarians' Guild, President Herlihy pointed out that time constraints for approval did not permit Resolution #1675 to be referred to a committee

ACTION: Resolution #1675 was unanimously approved.

Mr. Dowlin announced a topping-off ceremony scheduled for May 12 to celebrate the last piece of steel being put into place in the new main.

President Herlihy requested that other events not be scheduled in the Lurie Room on evenings when the Commission met, in order to ensure adequate time for Commission deliberation. Hope Hayes, chief of main, explained that the Lurie Room is booked six months in advance and promised that her staff would review the schedule.

VII. LIBRARIANS' GUILD REPORT

Mr. Gibbs requested future dialogue with the Commission regarding fee-for-services' possible effect on traditional library services.

VIII. NEW BUSINESS

None

IX. PUBLIC COMMENT

Landis Whistler, chair for Library TNT, urged the Commission to permit public comment on each agenda item, including non-action items, during meetings. In response to a question regarding the timely posting of minutes, both the City Librarian and Commission Assistant assured Mr. Whistler that the minutes had been publicly posted within the timelines allowed by law.

X. REVIEW OF MEETING

President Herlihy described this standing addition to the agenda as an opportunity for the Commissioners to discuss and review both the form and content of their meetings and to explore possible improvements. Commissioner Streets suggested that all materials for action items be provided to Commissioners prior to meeting to ensure time for consideration and response. Commissioner Wechsler expressed interest in public comment and his desire to incorporate as many suggestions as possible into Commission actions. Commissioner Crommie suggested moving the public comment section of the meetings earlier into the agenda and requested that the tables used by the Commissioners be angled at future meetings to permit all members to see one another.

XI. ADJOURNMENT

The Commission meeting of April 5, 1994 was adjourned at 7:03 PM. The next regular meeting of the San Francisco Public Library Commission is scheduled for May 3, 1994.

Donna Marion

Donna Marion
Assistant to the Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission.

4/14/94:dm

RESOLUTION # 1669

Resolution Presented to Library Commission on

February 23, 1994

By the City Librarian

WHEREAS, The San Francisco Public Library has been directed by the Mayor to submit a baseline budget the same as FY 1993-94; and

WHEREAS, $452,000 will be required to offset anticipated increases in costs; and

WHEREAS, It has been the policy of the Commission to give priority to maintain the budget for materials to the greatest extent possible; and

WHEREAS, The Mayor has requested the Library to adopt a policy that would achieve the target budget without the closure of any Library facilities; now, therefore be it

RESOLVED, That the Library administration move forward energetically to enlist the support of the community for a broad based volunteer program to support the professional library staff; and, be it

FURTHER RESOLVED, That the Commission directs the administration to:

1. Submit last year's budget which includes uncontrollable fixed cost increases.
2. Submit to the Controller by April 1, 1994 a request for Proposition J certification for the following functions:

  - Custodians
  - Security Officers
  - Shelving at the Main Library

3. Request the Employee Relations Department to begin negotiations with SEIU Local 790 to achieve some or all of the cost savings in personnel that offsets the projected cost increases in personnel.
4. Direct the City Librarian to explore options for increasing revenues.

Revised 3/30/94/ked

RESOLUTION # 1672

[GIFT ACCEPTANCE]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT AND EXPEND A GIFT FROM THE LIBRARY FOUNDATION OF SAN FRANCISCO IN THE AMOUNT OF $1,711,000 TO FUND VARIOUS BUILDING ENHANCEMENTS, FURNISHINGS AND EQUIPMENT FOR THE NEW MAIN LIBRARY.

WHEREAS, A new main library is being constructed on Marshall Square in Civic Center; and,

WHEREAS, Funding for construction of the new main library is provided by the proceeds of general obligation bonds approved by the voters in 1988; and,

WHEREAS, General obligation bond proceeds cannot be used to purchase movable furniture or equipment for the building; and,

WHEREAS, The Library Foundation of San Francisco undertook in 1989 to raise $22,000,000 to furnish, equip and enhance the interiors of the building beyond the scope of the construction project; and,

WHEREAS, The Library Foundation has over the past three years committed to funding a total of $13,655,336 toward new main library interior design, furniture and building enhancements; and,

WHEREAS, The Library Foundation has agreed to fund the $1,711,000 needed to purchase various furnishings, equipment and building enhancements; now, therefore be it

RESOLVED, That the Library Commission commend the Library Foundation for its exceptional fundraising success; and be it

FURTHER RESOLVED, That the Library Commission express its gratitude to the Library Foundation for its tireless efforts to reach its goal, demonstrating the deep support within the San Francisco community for the new main library project; and be it

FURTHER RESOLVED, That the Library Commission accept the Library's Foundation's gift of $1,711,000; and be it

FURTHER RESOLVED, That the Library Commission urges the Board of Supervisors to express its gratitude to the Library Foundation for its generosity and to accept this gift on the behalf of the city of San Francisco.

Resolution #1673

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1994. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MARCH, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of March, 1994 be approved:

3602 Library Page

Wayne, Benjamin

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Bloland, Per
Shappy, Eric

RESOLUTION # 1675

[Grant - Federal Funds]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR FUNDS NOT TO EXCEED $583,779.00 AVAILABLE THROUGH UNITED STATES DEPARTMENT OF COMMERCE, NATIONAL TECHNOLOGY INFORMATION ADMINISTRATION FOR THE PURCHASE OF BROADCAST QUALITY VIDEO EQUIPMENT FOR THE PURPOSE OF ESTABLISHING THE CHANNEL 54 HEADIN AND CITY HALL BROADCAST SITES. INDIRECT COST ARE INCLUDED IN THIS GRANT AWARD.

WHEREAS, the Department of Commerce/NTIA has federal funds available for implementing local government cable programming; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the Department of Commerce/NTIA for the purchase of broadcast quality video equipment that will establish the New Main Library as the headin site for CityWatch cable channel 54, the government access channel and to install equipment in The Board of Supervisors Chamber and Committee Room for gavel to gavel coverage and to install equipment in the Emergency Command Center; and

WHEREAS, The San Francisco Library Foundation will provide matching funds for this grant not to exceed $194,593.00; and

RESOLVED, That the San Francisco Public Library is authorized to apply for federal funds not to exceed $583,779.00 for establishing a cable headin in the New Main Library, broadcast sites at City Hall and a headin at the Emergency Command Center; and

RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That the San Francisco Public Library will use San Francisco Library Foundation funds for the required 25% matching funding and will provide indirect cost for this grant award.

COST RECOVERY AND REVENUE ENHANCEMENT
FISCAL YEAR 1994-95

SAN FRANCISCO PUBLIC LIBRARY

PREPARED BY
KENNETH E. DOWLIN
CITY LIBRARIAN

MARCH 31, 1994

SAN FRANCISCO PUBLIC LIBRARY · Civic Center · San Francisco · California · 94102

Fiscal Year 1994-1995
BUDGET SUMMARY

93-94 Expenditures	$ 16,851,944	94-95 Expenditures	$17,000,375
93-94 Revenues	496,014	94-95 Revenues	496,014
93-94 General Fund Support	$ 17,347,958	94-95 General Fund Support	$ 17,496,389

General Fund Support

93-94 General Fund Support	$ 17,496,389
94-95 General Fund Support	$ 17,347,958
Difference in General Fund Support	$ 148,431

94-95 Uncontrollable Fixed Costs	$ 600,000 (approx)	
94-95 General Fund increase	[148,431]	
Total reduction amount	$ 451,569 or	$452,000

These costs include those budget items whose rate of increase is not controlled by the library, e.g. rent, utilities, fuel, toxic waste and hazmat disposal and fuel costs. Other costs are the 790 contract increases (if upheld), including premium pay, severance pay and a wage increase of two percent, none of which will be optional for the library.

Fiscal Year 1994-95
BUDGET OPTIONS

Cost Containment	Revenue Enhancement
Option One Contracting out This would consist of replacing custodial staff, security staff and/or a number of pages with contracted workers. **AMOUNT SAVED:** **$87,907**	**Option One** Electronic Information Services Implementing a fee-for service plan for special electronic services. **AMOUNT EARNED:** **$ 78,375 (est)**
Option Two Renegotiation of Employee costs **Option (a)** A reduced workweek would be the reduction of work hours to 37.5 per week, offsetting the 790 contract increases. **$434,069 (est)** **Option (b)** The elimination of premiums would have to be negotiated with 790, after the court case has been decided and levels set. **$189,563 (est)** **Option (c)** The Library could implement a shelving classification for pages. **Main** **$ 55,770 (est)** **Branches** **$ 57,038 (est)** **$112,808 (est)**	**Option Two** Recoup item losses and unpaid fines This would entail approaching the City's collection agency or outside agencies for third party collection. The estimated amounts to be recouped are conservative estimates. **$430,587 (est)**

COST CONTAINMENT

Contracting Out

Custodial
The library system encompasses 28 buildings dispersed throughout the neighborhoods of San Francisco. Most facilities are City-owned; six branches are housed in rented properties. Some locations have little or no exterior landscaped areas while others adjoin park property or have extensive planted areas on library property. Daily servicing of open facilities is required. At least two custodians need to be on staff in the Main Library during hours the building is occupied to respond to emergencies and for routine maintenance. At this time the salary costs with benefits for custodial workers is **$715,244 (approx)**.

System-wide services are contracted out.	**Savings system-wide:**	**$44,396**

Security
Security services are provided for the main library, library annex and twenty-six branch libraries. Although security officers are primarily assigned on duty to at the main library, occasional response to another library facility may be required. Security officers have regular foot patrol and stationary duties. The library is an unusual security environment, requiring tact and common sense as well as the ability to act quickly and decisively to resolve dangerous or disruptive situations. Additionally, as many of the library's security problems arise with the same people on an ongoing basis, turnover of security personnel needs to be kept at a minimum. At this time, salary costs with benefits for security staff is **$248,703 (approx)**.

System-wide services are to be contracted out.	**Savings system-wide:**	**$43,511**

Shelving
The contractor shall be responsible for the shelving of all library materials. This constitutes the processing of books from the various book/media drop boxes, including sorting, shelving, shelf reading, sweeping, and culling and shifting as needed in order to place materials in their permanent location on the library shelves so that they can be retrieved by library patrons.

Thus far, the only bid received is from the San Francisco Conservation Corps, which has a base charge of $16.50 per hour. This hourly wage is $5.63 above the amount that is currently paid.

In the Main, approximately 14.6 Page positions could be contracted out.	**Savings at Main:**	**$**	**TBD**

COST CONTAINMENT

Renegotiation of Employee Costs - Overview

Much of what the employee costs for 1994-95 might be are contingent upon the decision made in the pending litigation of the SEIU 790 contract. The provisions in the contact could change significantly as a result. The court date is set for June 13.

An overview of the possible impact of 790 Contact Increases:

Volunteer Supervision	173,763
Night premium	2,908
Bilingual pay	12,788
Word processing premium	104
	189,563
Wage increase 2%	244,506
	$ 434,069

* * *

Workweek reduction

A reduction of the workweek from 40 hours to 37.5 is a 6.25% reduction in the workweek. The savings in this reduction would offset the increases in the 790 contract provisions.

Amount saved: offset of 790 increases

* * *

New Classification

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SF
P76
#1
5/3/94

DOCUMENTS DEPT.
APR 29 1994
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

The San Francisco Public Library Commission will hold and Executive Session as follows:

DATE: **Tuesday, May 3, 1994**

TIME: **3:30 PM - 4:30 PM**

PLACE: Lurie Room, Main Library

AGENDA:

EXECUTIVE SESSION

1. Executive Session to discuss quarterly evaluation of City Librarian's performance, pursuant to Government Code section 54957.

4/26/94:dm

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

SF
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5/3/94

DOCUMENTS DEPT.
APR 29 1994
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Tuesday, May 3, 1994**

TIME: **4:45 P.M. (Note time)**

PLACE: **Lurie Room, Main Library**

AGENDA:

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. Pursuant to section 66.14 of the Sunshine Ordinance the Library Commission shall vote whether to disclose to the public any portion of its Executive Session discussion which is not confidential.
5. **REVISION OF BYLAWS**
    - A. **Resolution #1677:** Approval to amend the San Francisco Public Library Commission Bylaws to include an article allowing for bylaw suspension in conjunction with electing officers mid year
6. **APPROVAL OF MINUTES OF APRIL 5, 1994**
7. **APPROVAL OF CONSENT CALENDAR**

There will be no separate discussion of Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- A. **Resolution #1678:** Approval of temporary exempt and non-civil service appointments and separations

8. **NOMINATING COMMITTEE REPORT**
Commissioner Walter G. Jebe, Sr., Chair

A. Report of Nominating Committee's recommendation for Vice President for year 1994

9. **PRESIDENT'S REPORT**
Commissioner James P. Herlihy

A. Election of Vice President

B. Miscellaneous reports

10. **CITY LIBRARIAN'S REPORT**
Kenneth E. Dowlin, City Librarian

A. Discussion and distribution of Quarterly Statistical Report

B. Distribution of revised budget options page 3A, Cost Recovery and Revenue Enhancement document Fiscal Year 1994/95

11. **FINANCE COMMITTEE REPORT**
Commissioner Norman V. Wechsler, Chair

A. Briefing on possible revenue enhancements

B. Briefing of CALTRANS contract for planning of the Community Resource Network Project

C. Briefing of the Corporation for Public Broadcasting award to KQED/KALW for establishing a Homework Helpline Network in conjunction with San Francisco State University, San Francisco Public Library and The Well

D. Briefing of the National Telecommunication Information Administration Grant (NTIA) to build the Community Resource Network Project providing online information directory for City and County Services.

12. **PLANNING COMMITTEE REPORT**
Commissioner Karen Crommie, Chair

A. Briefing of public request to rename Merced Branch Library

B. Approval of future implementation of online listings of Civil Service job/exam announcements accessible through library PC modem

13. **BUILDING AND FACILITIES COMMITTEE REPORT**
Commissioner Jan Zivic, Chair

A. Update on work in progress, New Main

B. Update on work in progress, Branches

C. Briefing of the Earthquake Safety Program and Library Branch renovation projects

14. **LIBRARIANS' GUILD**

15. **NEW BUSINESS**

16. **PUBLIC COMMENT**

17. **MEETING REVIEW**

18. **ADJOURNMENT**

4/26/94:dm

Resolution #1678

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF APRIL, 1994. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF APRIL, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of April, 1994 be approved:

3602 Library Page

Carson, Katie
Hernandez, Patricia
Holt, Marla
Lee, James
Li, Tammy
Monzon, Bobbie
Silot, Wallace
Truong, Thang

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Fitzpatrick, Annie
Kha, Hao
Luong, Van
Owens, Wendy
White-Bull, Melvin
Wingerson, Katherine
Yee, Lupita
Mak, Susan
Rixford, Craig

DRAFT

SAN FRANCISCO PUBLIC LIBRARY
LIBRARY COMMISSION MINUTES
MAY 3, 1994

I. **Call to Order**: 4:55 PM

II. **Roll Call**: Present: President James P. Herlihy; Commissioners Karen Crommie; Thomas H. Gee; Walter Jebe, Sr.; Fran A. Streets; Norman V. Wechsler and Jan Zivic

III. DISCLOSURE OF EXECUTIVE SESSION:

President Herlihy disclosed that an Executive Session was held to discuss the City Librarian's quarterly performance evaluation, pursuant to Government Code Section 54957.

Pursuant to section 66.14 of the Sunshine Ordinance the Library Commission voted whether to disclose to the public any portion of its Executive Session discussion which was not confidential.

ACTION: The Commission voted unanimously not to disclose information discussed at the Executive Session

IV. REVISION OF BYLAWS:

A. Approval of Resolution #1677: President Herlihy stated that the Commission Bylaws are silent on providing for bylaw suspension in conjunction with electing officers mid year and that resolution #1677 would allow for elections.

ACTION: Unanimously approved (Attached)

V. APPROVAL OF MINUTES:

A. Commissioner Crommie requested that the minutes of the regular meeting of April 5, 1994, be amended on page 3, after the fifth paragraph, to include the following: Commissioner Crommie stated that it is not her priority to reduce Branch Libraries to Reading Centers and that it is premature to discuss library service reductions.

Commissioner Zivic requested that page 3, third paragraph, read: Commissioner Zivic asked what the financial differentiation was between a Branch Library and a Reading Centers.

Donna Marion, Commission Assistant, stated that David Heindel, Mayor's Budget Analyst, had submitted a written request that his statement on page 3, first paragraph, be modified to read: Mr. Heindel stated that the Mayor's policy, as reflected in his approach to the fiscal year 1994/95 budget, is that the Library receive credit for any revenues it generates even though these funds technically are part of the City's General Fund and not specifically designated for the Library's use.

Commissioner Streets requested that page 3, paragraph five, include the following statement: Commissioner Streets stated that the previous Commission minutes revealed that various cost saving options were explored and that the public requested more open hours and proper staffing. She stated that the public desired quality, not just quantity, and that she saw the role of the present Commission as providing both and balancing what the public wants. Commissioner Streets indicated that Reading Centers would not provide the kind of quality that communities deserved and that she was more interested in how revenues can be increased while maintaining quality Libraries.

Landis Whistler, chair of Library TNT, during the Public Comment section of the April 5th meeting he had questioned whether the minutes of February 3, 1994, were posted and distributed in a timely fashion and has been told that the minutes met timely posting, but that he was not advised if they were distributed in a timely fashion nor given a reason if they were not.

Donna Marion received a request to correctly show John Kenny's classification as Librarian II.

Commissioner Jebe then made the motion to approve the minutes of the April 5, 1994, meeting as amended.

ACTION: Unanimously approved

VI. CONSENT CALENDAR:

A. Approval of Resolution #1678: Approval of temporary exempt and non-civil service appointments and separations

ACTION: Unanimously approved
(Attachment)

VII. Nominating Committee Report: Commissioner Jebe

A. Commissioner Jebe reported that the Nominating Committee recommended Commissioner Karen Crommie for Vice President for 1994.

VIII. President's Report: James P. Herlihy

A. Election of Vice President 1994

Commissioner Jebe moved to accept the Nominating Committee's report and to elect Commissioner Crommie as Vice President for 1994.

ACTION: Unanimously approved

On behalf of the Commission, President Herlihy congratulated Vice President Crommie.

B. Miscellaneous

President Herlihy again made disclosure that the Commission previously met for Executive Session to discuss the City Librarian's quarterly evaluation.

Marjorie Stern, President of the San Francisco Library Foundation, advised that the Foundation received pledges in excess of $30 million.

President Herlihy described the New Main Library's Topping Off Ceremony slated for May 19th. He stated that the ceremony is sponsored by the contractor.

IX. CITY LIBRARIAN'S REPORT:

Kenneth E. Dowlin, City Librarian

A. Quarterly Services Report

Kenneth Dowlin distributed and reviewed the Library Quarterly Services Report stating that circulation of materials is up 10.35% in 1994 compared to last year and that the Office of Children Services' new programs are underway.

In response to President Herlihy, Neel Parikh, Chief of Branches, attributed the increase in circulation to the economic recession and to changes in library policy which raised the number of items patrons can checked out at one time. Ms. Parikh commended staff for their efforts.

In response to Commissioner Streets, Ms. Parikh stated that library usage is affected by the lack of school libraries and that the library is involved in the Visitacion Valley task force.

Commissioner Jebe commended Neel Parikh on branch services.

Commissioner Wechsler requested an analysis of identifiable contributing factors that increase branch circulation, and he requested that ways to enhance circulation be examined. President Herlihy directed Ms. Parikh to work with the Planning Committee and to report specifics at the June 8th Commission meeting.

In response to Commissioner Crommie, Ms. Parikh explained that Children's Saturdays is a Children's Amendment funded program which provided Saturday service for three branches last year and two branches this year.

In response to Commissioner Zivic, Ms. Parikh stated that all full branch libraries have a full-time Children's Librarian and that Reading Centers have varying hours of Childrens' Librarian services.

In response to Commissioner Zivic, Ms. Parikh explained that the Mission Branch Library had received a federal grant that funded a Partnership For Change program that focused on forming partnerships within the community to provide library services that met and enhanced community needs.

Commissioner Jebe requested that the next release of the Quarterly Service Report, Branches, identify branch specifics, e.g. Children's Saturdays, for easier reading.

In response to Commissioner Jebe, Ms. Parikh stated that the Library has a Grandparents and Books program at Portola and Bayview/Anna E. Waden Branch Libraries that seeks to attract retired school teachers to read to children one-on-one.

B. Revised Cost Containment Budget Options, FY 1994/95

Mr. Dowlin reviewed the revised Cost Containment Budget Options, FY 1994/95 sheet that was redistributed and he briefed the Commission on the status of the Zero Base Budget process, commending the administrative staff for their work with the budget.

Mr. Dowlin stated that David Heindel has been instructed to meet with the Tax Collector's Office to determine the process for contracting out service to collect library fines.

X. Finance Committee Report:

Commissioner Norman Wechsler, Chair

A. Ed McBride, Coordinator of Automation Services, briefed the Commission on contract negotiation with CALTRANS in conjunction with the National Telecommunication Information Administration grant (NTIA). Mr. McBride stated that CALTRANS is underwriting part of a collaborative effort to implement the Community Resource Network, a centralized data base. He stated that the library, as part of a collaboration, will apply for the $1.5 million NTIA federal grant funds.

In response to Commissioner Wechsler, Mr. Dowlin stated that these various grants create high visibility for the library, enhancing the probability of future funding.

Mr. McBride stated that it is advantageous for the library to pursue the Clinton administration's desire to fund automation programs.

XI. PLANNING COMMITTEE:

Commissioner Karen Crommie, Chair

A. Commissioner Crommie explained that May 31st Planning Committee meeting is scheduled at the Merced Branch Library from 6:30 p.m. to 7:30 p.m. to discuss a suggestion to change the name of the Merced Branch Library to Lakeside. Commissioner Crommie stated that Lakeside residents expressed strong identification with their neighborhood and their branch library; she stated that fiscal impacts such as signage and stationary would need to be addressed.

B. Commissioner Crommie made a motion for approval for future implementation of online listings of Civil Service jobs and exams to library branches and accessible over the telephone through PC modems.

Mr. Dowlin added that the Department of Human Resources is looking into how the information should be loaded.

ACTION: Unanimously approved

XII. BUILDING/FACILITIES COMMITTEE REPORT:

Commissioner Jan Zivic, Chair

A. Commissioner Zivic briefed the Commission on the status of the New Main Library, stating that construction is on schedule, and she reported on branch renovation projects.

B. Commissioner Zivic reported that the temporary location for the Mission Branch Library at 23rd Street near South Van Ness is under lease negotiation and that the Language Of Vocational School is lobbying the Board of Supervisors to encourage the Library to consider their site for the Mission Branch temporary location. In response to a patron's question Ms. Parikh stated that Mission Branch Library is approximately 8,000 square feet and the site under negotiation is 6,700 sq.ft., located 4 blocks from the current site. Ms. Parikh stated that she did not have measurements for the Language Of Vocational School.

C. Commissioner Zivic reported that Ms. Parikh and George White reviewed the Earthquake Safety Program and the Library Branch Renovation Project. She pointed out that Ms. Parikh distributed a Branch Renovations Summary Timeline that has been attached to the Building/Facilities Committee Minutes of April 20th for public review.

XIII. LIBRARIANS' GUILD REPORT:

No report

XIV. NEW BUSINESS:

None

XV. PUBLIC COMMENT:

Carol Steiman, member of Council of Neighborhood Libraries, expressed interest in the City Librarian's report on increased Library usage and stated that the causes are things only money can buy, open hours and books. Ms. Steiman announced a Prop E fund raiser.

In response to Lurilla Harris, library patron, Ed McBride stated that NTIA is encouraging programs to include a training module. Mr. McBride stated that the training has not been designed, but that staffing has been budgeted.

Commissioner Jebe suggested that the Commission should attempt to improve the library's public relations and stated that it should be part of the Commission's planning process. President Herlihy suggested that the Planning Committee address that issue.

Bill Hale, library patron, stated that there is a short fall in the cost containment options if the funds collected from collection agencies are not used to replace lost books and he suggested that replacing lost books be further addressed.

Mr. Dowlin expressed his support of Mr. Hale idea and stated that the Board of Supervisors denied that as an option in January.

In response to Commissioner Zivic, Mr. Dowlin stated that the Controller opposes establishing special funds and that the Board of Supervisors assumes that all revenues go into their budget and that they reallocate the funds. Mr. Dowlin stated that the Board has been working to eliminate special funds.

President Herlihy requested the Planning Committee to review replacing lost books and to revisited this issue with the Supervisors.

In response to Commissioner Crommie, Mr. Dowlin stated that technically the library will not keep revenues collected through the collection agency, but that the Mayors' office will add the revenue to the library budget to offset the $452,000 deficit. Mr. Dowlin stated that if the library collects over that amount, the library could request that the revenue be used to purchase books.

Commissioner Crommie stated that this issue should be considered as a priority and that she would contact Supervisor Tom Hsieh, chair of the Board of Supervisors' Finance Committee.

Commissioner Zivic questioned if it should be recorded in the Commission minutes that the Commission is in agreement with Mr. Hale's public comment and she questioned if book replacement should be considered a priority and whether the Commission should make an attempt to locate extra funds for that purpose.

In response to Commissioner Zivic, President Herlihy stated that the Planning Committee could report back at the next Commission meeting addressing her points.

Commissioner Jebe stated that getting the Board of Supervisors to allow for book replacement funds is a future endeavor. Mr. Dowlin stated that the Controller indicated that if the library keeps the sum of $100,000 for lost books the library budget will be lowered by that amount.

In response to Commissioner Streets, President Herlihy stated that the Planning Committee's charge would be to examine the possibility that the revenue enhancements may more than offset the projected budget reduction and whether the additional revenue could be allocated to purchase library materials.

Lurilla Harris stated that perhaps the Planning Committee could research a pro bono firm that could provide better library P.R.

In response to a library patron's concern regarding the April 4th New Yorker article on online catalogs and hackers, Mr. McBride stated that the library's online security system prevents intrusion into the system and the system automatically backs itself up each night.

Landis Whistler, chair for Library TNT, recommended that the library ready them self in anticipating the passage of Proposition E and that the Commission should identify what the Library goals are. He stated that the public does not expect to wait until January 1st to see activities in the hours of the branches. Mr. Whistler stated that in making a comprehensive collection review that more books should be purchased and he stated the he felt the Technical Service division should be enhanced.

XVI. REVIEW OF MEETING:

Commissioner Zivic noted approval of the new seating arrangement. Commissioner Wechsler and President Herlihy expressed pleasure at the amount of interchange between members of the Commission and the public.

XVII. ADJOURNMENT:

Commissioner Wechsler made the motion to adjourn the Commission meeting.

ACTION: Unanimously approved

The Commission meeting of May 3, 1994 was adjourned at 6:29 PM. The next regular meeting of the San Francisco Public Library Commission is scheduled for **Wednesday, June 8, 1994.**

Donna Marion

Donna Marion
Assistant to the Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission.

5/11/94:dm
May

Resolution #1678

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF APRIL, 1994. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF APRIL, 1994.

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Rixford, Craig

RESOLUTION #1677

Article VI - Committees

Section 8: Nomination Committee

At the December meeting of the Library Commission, the President of the Commission shall appoint a Nominating Committee consisting of two members.

The function of the Committee is to submit nominations for the ensuing year's officers (President and Vice President). The Nominating Committee shall present their recommendations at the January meeting and shall also accept other nominations from the Commission at the same meeting.

If either of the appointed officers leaves the Commission before the fulfillment of his/her term, the remaining officer will move to suspend the bylaw above, pertaining to the calendar month of appointment of the Nominating Committee, and immediately appoint a Nominating Committee which will present its recommendation at the regular Commission meeting following that in which their appointment is announced. The Nominating Committee will also accept other nominations from the Commission at the meeting in which they make their recommendation.

* Bold = added language

Bond Funded Construction Projects
Status Report
Kathy Page
April 1994

1. New Main Library

* Contractor continues to be on schedule to complete the project by the end of November 1995. Library opening scheduled for March 1996.

* Structural steel erection and metal decking installation continues. Steel erection due to be completed mid-May.

* Concrete floor slabs and slab at loading dock are being poured through June.

* Architectural metalwork and precast facade panels are being fabricated offsite; installation of panels will begin June 1994.

* Preparation of furniture and movable equipment contract documents is underway; bidding scheduled for the end of 1994.

* Move-in planning has begun.

* Art enrichment projects well underway.

* The contractor's "topping-off" ceremony is scheduled for May 19, 1994.

2. Chinatown Branch Renovation/Expansion

* Contract has been awarded; contractor is on-site and construction work is beginning.

* Rooftop garden design work is beginning.

3. Mission Branch Renovation/Expansion

* Project is 50% through design phase; most appropriate and cost-effective method of seismic reinforcement is currently under review by Bureau of Engineering (application of gunite to main floor ceiling versus introduction of steel K-braces and additional shear wall)

4. Sunset Branch Renovation

* Project complete; branch reopened. City withholding final payment to contractor for non-completion of door lock replacement.

Fiscal Year 1994-95
BUDGET OPTIONS

Cost Containment	Revenue Enhancement
Option One Commission Priority #6 Contracting out This would consist of replacing custodial staff, security staff and/or a number of pages with contracted workers. **AMOUNT SAVED:** **TBD**	**Option One** Commission Priority #1 Electronic Information Services Implementing a fee-for service plan for special electronic services. **AMOUNT EARNED:** **$ 78,375 (est)**
Option Two Renegotiation of Employee costs **Option (a)** Commission Priority #7 A reduced workweek would be the reduction of work hours to 37.5 per week, offsetting the 790 contract increases. **$434,069 (est)** **Option (b)** Commission Priority #4 The elimination of premiums would have to be negotiated with 790, after the court case has been decided and levels set. **$189,563 (est)** -------------------- **Option (c)** Commission Priority #3 The Library could implement a shelving classification for pages. **Main** **$ 55,770 (est)** **Branches** **$ 57,038 (est)** **$112,808 (est)**	**Option Two** Commision Priority #2 Recoup item losses and unpaid fines This would entail approaching the City's collection agency or outside agencies for third party collection. The estimated amounts to be recouped are conservative estimates. **$430,587 (est)**

Commission Priority #5
Explore the feasibility of additional reading centers

MEMORANDUM

TO: Library Commission
Administration Team
Public Distribution

FROM: Kenneth E. Dowlin, City Librarian KED

SUBJECT: QUARTERLY SERVICES REPORT

DATE: May 5, 1994

In reviewing the quarterly statistics report, I call your attention to the fact that circulation of materials is up 10.35% in 1994 compared to last year. We are also making progress to complete the inventory and online catalog. The Office of Children Services' new programs are in full swing.

Thank you.

rls

SAN FRANCISCO PUBLIC LIBRARY · Civic Center · San Francisco · California · 94102

SAN FRANCISCO PUBLIC LIBRARY

STATISTICS

JANUARY, 1994 - MARCH 31, 1994

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SAN FRANCISCO PUBLIC LIBRARY

SERVICES

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B. Registration Statistics - March 1994

C. Technical Services Statistics - March 1994

D. Children's Program Statistics - March 1994

E. Children's Amendment Program

SERVICES

SAN FRANCISCO PUBLIC LIBRARY
March 1994 Registration

	Adult	Bus	Dep	ILL	Juv	Mil	Res	Sen	Staff	YA	Total
ANCHES											
Anza	27	0	0	0	53	0	0	1	0	3	84
Bayview	49	0	0	0	28	0	0	0	0	3	80
Bernal	35	0	0	0	15	0	0	0	0	2	52
Chinatown	110	0	0	0	14	0	9	2	0	9	144
Eureka Valley	83	0	0	0	9	0	2	2	0	3	99
Excelsior	90	0	0	0	59	0	4	5	0	29	187
Glen Park	28	0	0	0	4	0	0	0	0	2	34
Golden Gate	20	0	0	0	3	0	0	1	0	1	25
Ingleside	12	0	0	0	13	0	0	0	0	0	25
Lib. on Wheels	6	0	0	0	0	0	0	14	0	0	20
Marina	117	0	0	0	11	0	10	5	0	3	146
Merced	62	0	0	0	22	0	3	4	0	8	99
Mission	245	0	0	0	78	0	13	1	0	34	371
Noe	45	0	0	0	29	0	1	1	0	1	77
North Beach	93	0	0	0	14	0	0	1	0	4	112
Ocean View	5	0	0	0	4	0	0	0	0	0	9
Ortega	29	0	0	0	32	0	7	0	0	3	71
Park	58	0	0	0	9	0	1	1	0	1	70
Parkside	64	0	0	0	26	0	0	0	0	7	97
Portola	22	0	0	0	33	0	1	0	0	0	56
Potrero	22	0	0	0	4	0	1	1	0	4	32
Presidio	34	0	0	0	11	0	0	1	0	2	48
Richmond	154	0	0	0	51	0	1	8	0	8	222
Sunset	141	0	0	0	53	0	1	6	0	1	202
Visitacion Valley	13	0	0	0	25	0	0	0	0	2	40
West Portal	71	0	0	0	37	0	0	9	0	6	123
Western Add.	106	0	0	0	31	0	4	4	0	3	148
RANCH TOTAL:	1,741	0	0	0	668	0	58	67	0	139	2,673
AIN LIBRARY:	1,477	0	0	0	126	0	185	44	1	36	1,869
IBRARY TOTALS	3,218	0	0	0	794	0	243	111	1	175	4,542

TECHNICAL SERVICES

FY 1993/94
3/31/94

DATABASE ACTIVITIES

	BOOKS AND MAGAZINES	PHONO DISCS	AUDIO CASSETTES	VIDEOS	CD's	SCORES	TOTAL THIS YEAR TO DATE	TOTAL LAST YEAR TO DATE	% CHANGE
NEW RECORDS (1)*	12,331	0	42	827	503	731	14,434	14,484	−0.35%
RECORDS CONVERTED (2) **	7,056	0	0	0	0	886	7,942	21,375	−62.84%
RECORDS UPGRADED (3) "Database Corrections"	144,957	10,306	4,472	63	31	800	160,629	139,289	15.32%
COPIES INVENTORIED (4) **	86,932	2	936	1,822	680	1,640	92,012	130,374	−29.42%

(1) New cataloging records created in online computer catalogs (MARC records).
(2) Cataloging records converted from the card catalog to computer catalogs (MARC records).
(3) Computerized cataloging records that have been modified or upgraded.
(4) Copies of books and other library materials that have been barcoded and added to the database.

NOTES

*Book budget funds were held for 1st Qtr of FY1993/94. The purchase and receipt of new titles were delayed 2 months.

**In FY1992/93 the Reference Collections in the branch libraries were converted and inventoried from the card files to the online computer catalog.

THIRD QUARTER FY 1993/94

	STORYTIMES		MEDIA PROGRAMS		SPECIAL PROGRAMS		LIBRARY VISITS FROM GROUPS		LIBRARIAN VISITS TO SCHOOLS/GROUPS		SUMMER READING PARTICIPANTS		TOTAL PROGRAM	TOTAL ATTEND
	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	ENROLL	COMPLTE		
BRANCHES														
ANZA	19	229	4	280	8	121	18	297	0	0			49	927
BAYVIEW/WADEN	5	334	5	357	1	149	0	0	0	0			11	840
BERNAL	40	987	2	50	2	100	17	370	7	258			68	1765
CHINATOWN	8	39	6	470	2	85	12	236	0	0			28	830
EUREKA VALLEY	10	95	2	150	2	137	5	85	0	0			19	467
EXCELSIOR	9	224	9	464	6	223	10	120	8	206			42	1237
GLEN PARK	7	253	6	228	1	45	0	0	0	0			14	526
GOLDEN GATE VALLEY	0	0	0	0	0	0	0	0	0	0			0	0
INGLESIDE	4	99	1	6	7	194	10	250	5	66			27	615
LIBRARY F/T BLIND	0	0	0	0	0	0	0	0	0	0			0	0
MARINA	9	65	3	145	1	67	30	505	1	9			44	791
MERCED	35	577	1	27	2	87	3	80	1	160			42	931
MISSION	24	1,028	8	753	5	137	21	447	0	0			58	2365
NOE VALLEY	23	484	6	400	1	61	19	145	0	0			49	1090
NORTH BEACH	21	344	9	535	1	34	24	605	0	0			55	1518
OCEAN VIEW	2	29	0	0	6	80	3	67	12	224			23	400
ORTEGA	25	876	0	0	12	508	0	0	9	293			46	1677
PARK	9	105	5	179	4	100	20	224	14	263			52	871
PARKSIDE	20	781	6	301	8	203	0	0	0	0			34	1285
PORTOLA	6	130	8	235	8	250	30	880	26	770			78	2265
POTRERO	19	239	3	34	3	120	3	34	0	0			28	427
PRESIDIO	4	96	2	26	1	24	14	155	0	0			21	301
RICHMOND	27	488	9	506	5	231	13	152	0	0			54	1377
SUNSET	10	318	12	330	12	432	10	205	19	636			63	1921
VISITACION VALLEY	5	155	6	204	7	345	2	52	2	33			22	789
WEST PORTAL	34	441	6	198	3	163	5	133	42	429			90	1364
WESTERN ADDITION	27	353	4	133	9	433	8	133	1	60			49	1112
TOTAL	402	8769	123	6011	117	4329	277	5175	147	3407	0	0	1066	27691
MAIN LIBRARY														
CHILDREN'S ROOM	12	310	17	1,325	20	1,144	48	902	21	452			118	4133
DEAF SERVICES	0	0	0	0	0	0	0	0	0	0			0	0
TOTAL	12	310	17	1325	20	1144	48	902	21	452	0	0	118	4133
					1	21	0	0	5	30	0	0	6	51
OCS OUTREACH	0	0	0	0										
SYSTEM TOTALS	414	9079	140	7336	138	5494	325	6077	173	3889	0	0	1190	31875

SAN FRANCIS. O PUBLIC LIBRARY
CHILDREN'S PROGRAM STATISTICS
JANUARY 1994

	STORYTIMES		MEDIA PROGRAMS		SPECIAL PROGRAMS		LIBRARY VISITS FROM GROUPS		LIBRARIAN VISITS TO SCHOOLS/GROUPS		SUMMER READING PARTICIPANTS		TOTAL PROGRAM	TOTAL ATTEND
	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	ENROLL	COMPLTE		
BRANCHES														
ANZA	3	42	2	135	2	46	8	82	0	0			15	305
BAYVIEW/WADEN	3	171	0	0	0	0	0	0	0	0			3	171
BERNAL	9	213	0	0	1	65	5	72	1	60			16	410
CHINATOWN	2	9	0	0	2	85	3	56	0	0			7	150
EUREKA VALLEY	3	22	0	0	0	0	2	39	0	0			5	61
EXCELSIOR	2	40	3	145	2	125	1	15	0	0			8	325
GLEN PARK	2	94	2	81	0	0	0	0	0	0			4	175
GOLDEN GATE VALLEY	0	0	0	0	0	0	0	0	0	0			0	0
INGLESIDE	1	20	0	0	3	82	3	77	0	0			7	179
LIBRARY F/T BLIND	0	0	0	0	0	0	0	0	0	0			0	0
MARINA	2	14	1	53	1	67	9	115	0	0			13	249
MERCED	12	145	0	0	0	0	1	15	0	0			13	160
MISSION	8	311	2	152	4	102	0	0	0	0			14	565
NOE VALLEY	7	163	2	110	1	61	4	27	0	0			14	361
NORTH BEACH	5	62	2	106	0	0	12	274	0	0			19	442
OCEAN VIEW	0	0	0	0	0	0	1	20	0	0			1	20
ORTEGA	8	197	0	0	5	175	0	0	0	0			13	372
PARK	2	20	2	77	1	53	6	75	5	63			16	288
PARKSIDE	6	195	2	108	1	16	0	0	0	0			9	319
PORTOLA	2	59	3	62	4	137	7	195	7	258			23	711
POTRERO	7	129	1	14	1	44	1	22	0	0			10	209
PRESIDIO	2	38	0	0	0	0	4	40	0	0			6	78
RICHMOND	10	160	3	190	1	95	4	46	0	0			18	491
SUNSET	3	94	4	107	2	142	6	130	0	0			15	473
VISITACION VALLEY	1	46	2	57	0	0	2	52	2	33			7	188
WEST PORTAL	11	126	2	67	2	155	1	33	14	172			30	553
WESTERN ADDITION	9	213	0	0	1	65	5	72	1	60			16	410
TOTAL	120	2583	33	1464	34	1515	85	1457	30	646	0	0	302	7665
MAIN LIBRARY														
CHILDREN'S ROOM	4	76	5	420	7	443	15	267	7	142			38	1348
DEAF SERVICES	0	0	0	0	0	0	0	0	0	0			0	0
TOTAL	4	76	5	420	7	443	15	267	7	142	0	0	38	1348
OCS OUTREACH							0	0	0	0			0	0
SYSTEM TOTALS	124	2659	38	1884	41	1958	100	1724	37	788	0	0	340	9013

CHILDREN - ROGRAM STATISTICS
FEBRUARY, 1994

	STORYTIMES		MEDIA PROGRAMS		SPECIAL PROGRAMS		LIBRARY VISITS FROM GROUPS		LIBRARIAN VISITS TO SCHOOLS/GROUPS		SUMMER READING PARTICIPANTS		TOTAL PROGRAM	TOTAL ATTEND
	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	ENROLL	COMPLTE		
BRANCHES														
ANZA	7	77	2	145	5	38	2	53	0	0			16	313
BAYVIEW/WADEN	0	0	3	280	1	149	0	0	0	0			4	429
BERNAL	20	434	0	0	1	35	3	106	6	198			30	773
CHINATOWN	2	4	0	0	0	0	6	120	0	0			8	124
EUREKA VALLEY	3	31	0	0	1	82	2	43	0	0			6	156
EXCELSIOR	4	90	3	114	3	53	4	30	0	0			14	287
GLEN PARK	2	65	2	91	1	45	0	0	0	0			5	201
GOLDEN GATE VALLEY	0	0	0	0	0	0	0	0	0	0			0	0
INGLESIDE	1	24	1	6	3	101	2	43	2	28			9	202
LIBRARY F/T BLIND	0	0	0	0	0	0	0	0	0	0			0	0
MARINA	3	27	1	43	0	0	8	154	0	0			12	224
MERCED	11	185	0	0	2	87	0	0	0	0			13	272
MISSION	8	354	3	256	1	35	10	188	0	0			22	833
NOE VALLEY	7	129	2	150	0	0	5	33	0	0			14	312
NORTH BEACH	8	130	3	151	1	34	6	188	0	0			18	503
OCEAN VIEW	1	12	0	0	4	61	1	20	6	64			12	157
ORTEGA	8	300	0	0	3	125	0	0	6	193			17	618
PARK	3	26	1	90	3	47	8	70	0	0			15	233
PARKSIDE	6	250	2	73	4	88	0	0	0	0			12	411
PORTOLA	2	48	3	88	3	103	9	255	0	0			17	494
POTRERO	5	42	1	8	1	21	2	12	0	0			9	83
PRESIDIO	1	28	0	0	1	24	4	40	0	0			6	92
RICHMOND	7	134	3	180	2	95	3	25	0	0			15	434
SUNSET	2	71	4	107	4	60	2	19	11	300			23	557
VISITACION VALLEY	2	66	2	82	6	277	0	0	0	0			10	425
WEST PORTAL	10	142	2	60	1	8	2	40	14	126			29	376
WESTERN ADDITION	6	24	2	72	5	297	0	0	0	0			13	393
TOTAL	129	2693	40	1996	56	1865	79	1439	45	909	0	0	349	8902
MAIN LIBRARY														
CHILDREN'S ROOM	4	103	6	341	7	295	13	196	9	230			39	1165
DEAF SERVICES	0	0	0	0	0	0	0	0	0	0			0	0
TOTAL	4	103	6	341	7	295	13	196	9	230	0	0	39	1165
OCS OUTREACH					0	0	0	0	5	30			5	30
SYSTEM TOTALS	133	2796	46	2337	63	2160	92	1635	59	1169	0	0	393	10097

SAN FRANCISCO PUBLIC LIBRARY
CHILDREN'S PROGRAM STATISTICS
MARCH 1994

	STORYTIMES		MEDIA PROGRAMS		SPECIAL PROGRAMS		LIBRARY VISITS FROM GROUPS		LIBRARIAN VISITS TO SCHOOLS/GROUPS		SUMMER READING PARTICIPANTS		TOTAL PROGRAM	TOTAL ATTEND
	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	NO.	ATTEND	ENROLL	COMPLTE		
BRANCHES														
ANZA	9	110	0	0	1	37	8	162	0	0			18	309
BAYVIEW/WADEN	2	163	2	77	0	0	0	0	0	0			4	240
BERNAL	11	340	2	50	0	0	9	192	0	0			22	582
CHINATOWN	4	26	6	470	0	0	3	60	0	0			13	556
EUREKA VALLEY	4	42	2	150	1	55	1	3	0	0			8	250
EXCELSIOR	3	94	3	205	1	45	5	75	8	206			20	625
GLEN PARK	3	94	2	56	0	0	0	0	0	0			5	150
GOLDEN GATE VALLEY	0	0	0	0	0	0	0	0	0	0			0	0
INGLESIDE	2	55	0	0	1	11	5	130	3	38			11	234
LIBRARY F/T BLIND	0	0	0	0	0	0	0	0	0	0			0	0
MARINA	4	24	1	49	0	0	13	236	1	9			19	318
MERCED	12	247	1	27	0	0	2	65	1	160			16	499
MISSION	8	363	3	345	0	0	11	259	0	0			22	967
NOE VALLEY	9	192	2	140	0	0	10	85	0	0			21	417
NORTH BEACH	8	152	4	278	0	0	6	143	0	0			18	573
OCEAN VIEW	1	17	0	0	2	19	1	27	6	160			10	223
ORTEGA	9	379	0	0	4	208	0	0	3	100			16	687
PARK	4	59	2	12	0	0	6	79	9	200			21	350
PARKSIDE	8	336	2	120	3	99	0	0	0	0			13	555
PORTOLA	2	23	2	85	1	10	14	430	19	512			38	1060
POTRERO	7	68	1	12	1	55	0	0	0	0			9	135
PRESIDIO	1	30	2	26	0	0	6	75	0	0			9	131
RICHMOND	10	194	3	136	2	41	6	81	0	0			21	452
SUNSET	5	153	4	116	6	230	2	56	8	336			25	891
VISITACION VALLEY	2	43	2	65	1	68	0	0	0	0			5	176
WEST PORTAL	13	173	2	71	0	0	2	60	14	131			31	435
WESTERN ADDITION	12	116	2	61	3	71	3	61	0	0			20	309
TOTAL	153	3493	50	2551	27	919	113	2279	72	1852	0	0	415	11124
MAIN LIBRARY														
CHILDREN'S ROOM	4	131	6	564	6	406	20	439	5	80			41	1620
DEAF SERVICES	0	0	0	0	0	0	0	0	0	0			0	0
TOTAL	4	131	6	564	6	406	20	439	5	80	0	0	41	1620
OCS OUTREACH					1	21							1	21
SYSTEM TOTALS	157	3624	56	3115	34	1376	133	2718	77	1932	0	0	457	12765

CHILDREN'S AMENDMENT PROGRAMS

A brief update of the five special programs funded by the Children's Amendment.

CHILDREN'S AND FAMILY SATURDAYS

DESCRIPTION: Provide Saturday hours at selected branches not currently open on Saturdays.

LOCATION: North Beach and Visitacion Valley

STATUS: Began January 8, 1994. Circulation, patron use and reference/reader's advisory are near or exceed goal.

Circulation	3519	99% of goal
Patron use	2956	99% of goal
Reference/reader's advisory	562	156% of goal

CHILDREN'S BOOKMOBILE

DESCRIPTION: Provide a bookmobile which will serve day care, after school care, housing projects and shelters.

LOCATION: City-wide

STATUS:

- Vehicle contract has been awarded to Moroney Bookmobiles

- Base collection has been ordered and is being received and processed

- Staff is added as project reaches appropriate point.

MIDDLE SCHOOL OUTREACH

DESCRIPTION: Promote reading and library use in the Middle School age group by providing librarians to conduct class book talks and provide collections and programs to support this outreach.

LOCATION: All SFUSD Middle Schools and all public library locations.

STATUS: Program has been in operation during the entire fiscal year. Class visits and student contacts have exceeded goal:

Classes visited	305	178% of goal
Students who received booktalks	9202	158% of goal
Teen paperback circulation	10,800*	185% of goal

* This is teen paperback circulation which is not available in our standard statistics.

OUTREACH TO THE TENDERLOIN

DESCRIPTION: Provide a librarian who speaks an Asian language to conduct intensive outreach to the Tenderloin, to develop culturally responsive services, programs and collections for this population.

LOCATION: Main Children's Department

STATUS: Program has been staffed since the beginning of the fiscal year. A very active outreach program is in operation.

• Preschool/day care outreach	1275	287% of goal
• After school group outreach	175	
• School children contacted	1520	217% of goal
• Community agency contacts	16	
• Other groups	6	

YOUTH AT RISK

DESCRIPTION: Provide a librarian to develop collections and services for at-risk teens with emphasis on positive self-image, career and education options, developmental and social information and promotion of reading as a positive activity.

LOCATION: Bayview - Anna E. Waden Branch and Youth Guidance Center.

STATUS: Staffing began in September of this fiscal year.
In that time the librarian has doubled the size of the teen collection at Bayview - Anna E. Waden, given several programs at the branch, and conducted vigorous outreach in the community. She has developed service guidelines at YGC, established a library committee which meets monthly and developed a collection which began circulating in January.

• YGC circulation	483	* 90% of goal
• Bayview - Anna E. Waden circulation	1148	
• Program attendance	126	

* Combines teen hardbound and teen paperback circulation. Teen paperback circulation figures are not available in our standard statistics.

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City and County of San Francisco

Public Library Commission

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KAREN CROMMIE
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FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

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NOTICE OF CANCELLED MEETING

THE REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION OF TUESDAY, JUNE 7, 1994, HAS BEEN CANCELLED. A SPECIAL MEETING OF THE COMMISSION WILL BE HELD JUNE 8, 1994, IN THE MAIN LIBRARY, LURIE ROOM.

5/27/94:dm

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San Francisco, CA 94102
Tel. (415) 557-4233

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JUN 8 1994

SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF SPECIAL MEETING

The San Francisco Public Library Commission will hold a special Commission meeting as follows:

DATE: Wednesday, June 8, 1994

TIME: 4:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Approval of Minutes of May 3, 1994

   * Public Comment

5. Approval of Consent Calendar

There will be no separate discussion of Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item

A. **Resolution #1679:** Approval of temporary, exempt, and non-civil service appointments and separations

* Public Comment

6. PRESIDENT'S REPORT
Commissioner James P. Herlihy, President

A. Discussion of Public Comment after each agenda item

* Public Comment

B. Discussion and possible action to establish a Proposition E Contingency Planning Committee

* Public Comment

7. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin, City Librarian

A. Compensation orientation discussion on Library salaries and how they compare with other organizations

* Public Comment

B. Briefing by the City Attorney on legal ramifications of Proposition E

* Public Comment

C. Discussion and possible action on budget implementation for FY 1994/95

* Public Comment

8. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

A. **Resolution #1680:** Approval authorizing the San Francisco Public Library to apply for $150,000 in funds available through the California State Library Title I of LSCA for providing volunteer-based library services for homebound chronically and terminally ill San Franciscans for FY 1994/95

* Public Comment

B. **Resolution #1681:** Approval authorizing the San Francisco Public Library to apply for funds not to exceed $612,026 available through United States Department of Commerce, National Technology Information Administration

(NTIA) grant to establish the San Francisco Connection-City and County Online Human Services Directory

* Public Comment

9. **PLANNING COMMITTEE REPORT**
Commissioner Karen Crommie, Chair

A. Approval to change the regular meeting time for Commission meetings to 5:30 PM

* Public Comment

B. Briefing and possible approval of public request to rename Merced Branch Library

* Public Comment

10. **BUILDING AND FACILITIES COMMITTEE REPORT**
Commissioner Jan Zivic, Chair

A. Update on work in progress, New Main

* Public Comment

B. Update on work in progress, Branches

* Public Comment

C. Approval authorizing the City Librarian to begin planning for seismic upgrading for Marina Branch Library under the ESPII program

* Public Comment

11. **LIBRARIANS' GUILD**

* Public Comment

12. **NEW BUSINESS**

A. Discussion and possible approval of Quarterly Commission Orientation sessions with proposed dates to be the last Wednesday of each quarter (e.g., July 27th and November 30th)

* Public Comment

13. **PUBLIC COMMENT**

14. **MEETING REVIEW**

* Public Comment

15. **ADJOURNMENT**

RESOLUTION #1681

[Grant - Federal Funds]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR FUNDS NOT TO EXCEED $612,026.00 AVAILABLE THROUGH UNITED STATES DEPARTMENT OF COMMERCE, NATIONAL TECHNOLOGY INFORMATION ADMINISTRATION FOR THE PURPOSE OF ESTABLISHING THE SAN FRANCISCO CONNECTION-CITY AND COUNTY ONLINE HUMAN SERVICES DIRECTORY. INDIRECT COST ARE INCLUDED IN THIS GRANT AWARD.

WHEREAS, the Department of Commerce/NTIA has federal funds available for establishing the National Information Infrastructure; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the Department of Commerce/NTIA that will establish the City and County Online Human Services Directory on the San Francisco Connection system. This project will form a partnership with the San Francisco Department of Public Health, Department of Social Services, Department of Recreation and Park, The Mayor's Office of Children, Youth and Their Families, The Art Commission, The Commission on the Status of Women, Channel 54-CityWatch and the Public Housing Department for the purpose of producing a centralized online directory of each departments services; and

WHEREAS, each department will contribute in-kind services not to exceed $214,247; and

WHEREAS, the Corporation of Public Broadcasting/Annenberg CWEIS program will provide matching funds not to exceed $75,000; and

WHEREAS, The San Francisco Library Foundation will provide matching funds for this grant not to exceed $322,213; and

RESOLVED, That the San Francisco Public Library is authorized to apply for federal funds not to exceed $612,026.00 for establishing The San Francisco Connection, City and County Online Human Services Directory; and

RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That the San Francisco Public Library will use CPB/CWEIS and San Francisco Library Foundation funds for the required 50% matching funding for this grant award.

Resolution #1680

(Grant - State Funds)

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY FOR $150,000 IN FUNDS AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM TITLE I OF THE (FEDERAL) LIBRARY SERVICES AND CONSTRUCTION ACT FOR PROVIDING VOLUNTEER-BASED LIBRARY SERVICES FOR HOMEBOUND CHRONICALLY AND TERMINALLY ILL SAN FRANCISCANS FOR FISCAL YEAR 1994/5. INDIRECT COSTS ARE INCLUDED IN THESE FUNDS.

WHEREAS, The California State Library has federal Library Service and Construction Act, Title I, funds available for improving public library services; and

WHEREAS, The San Francisco Public Library has been encouraged to submit an application to the State Library to receive such funds for provision of volunteer-based library services and book delivery for homebound chronically and terminally ill San Franciscans; and

WHEREAS, Annually, over 12,000 people in San Francisco are homebound due to chronic or terminal illness; and

WHEREAS, Library services or book delivery service is not currently available in San Francisco for the homebound, now, therefore be it

RESOLVED, That the San Francisco Public Library is authorized to apply for $150,000 available through the State Library from Title I of the Library Services and Construction Act for the Fiscal Year 1994/5 and, be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That there are indirect costs of 5% contained in the budget of this grant.

Resolution #1679

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MAY, 1994. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF MAY, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of May, 1994 be approved:

3602 Library Page

Engel, Elena
Flato, Jordon
Juarez, Mia
Perdue, Holly
Stewart, Tamika
Tan, Brian
Tran, Loi

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Bunch, Jerry
Coleman, Crystal
Houston, Penelope
Lee, Soomee
Tran, Hung
Truong, Phu
Wayne, Benjamin

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
SPECIAL MEETING OF JUNE 8, 1994

The San Francisco Public Library Commission held a special meeting on Wednesday, June 8, 1994, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:35 PM by Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. Roll Call

The following Commissioners were noted present: Karen Crommie; Thomas Gee; James Herlihy; Walter Jebe, Sr.; Fran A. Streets; Norman Wechsler; and Jan Zivic.

III. Approval of Minutes

Commissioner Jebe moved to approve the minutes of the Commission meeting of May 3, 1994, as circulated.

ACTION: Unanimously approved

IV. Consent Calendar

Commissioner Streets moved approval of Resolution #1679: Approval of temporary, exempt, and non-civil service appointments and separations.

ACTION: Unanimously approved

V. President's Report
Commissioner James P. Herlihy, President

A. President Herlihy announced that public comment will be permitted after

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Tel. (415) 557-4233

every agenda item at each Library Commission meeting.

B. President Herlihy noted that Proposition E had been approved with a 70.1% majority in the June 7 election, and he stated that the Library Commission will implement the measure as efficiently and quickly as possible.

In response to the suggestion to create a Proposition E planning committee, Commissioner Jebe moved that the Commission as a whole undertake the task of planning the implementation of Proposition E by scheduling special Commission meetings as necessary.

ACTION: Unanimously approved

VI. City Librarian's Report

Kenneth E. Dowlin, City Librarian

A. Mr. Dowlin introduced Buck Delventhal, deputy city attorney, who described the legal ramifications of Proposition E. Mr. Delventhal pointed out that the charter amendment is not a tax, but a dedication for a specific purpose of existing revenues. He explained the process by which the charter amendment will become technically effective and anticipated that the secretary of state will file the results within 20 to 40 days.

Mr. Delventhal stated that the charter amendment sets aside a sum of money for the library and imposes certain obligations on the City, but does not alter the budgetary and fiscal provisions of the charter, so the roles of the mayor and Board of Supervisors in the library's budget process are unchanged. He described the role of the controller in setting up a system for specifying the base level of expenditures and calculating the aggregate spending level of the City. The deputy city attorney noted that money reserved for library use by Proposition E will carry over from year to year if not spent, and that both the fund and interest from the fund are reserved for library use.

Mr. Delventhal described the following City obligations under Proposition E:

- On the date the measure becomes effective, San Francisco must maintain 26 branch libraries, a main library, and the library for the blind

- By November 1, 1994, the library must have completed a survey of user preference and have held a public meeting at the main library and each of the branches, with at least one Library Commissioner present, to receive the survey and public comment

- By January 1, 1995, the Public Library Commission must have set operating hours for the system that will ensure a minimum yearly average of 1,028 open hours per week

- The public-hearing process will be repeated in the fifth and tenth years of Proposition E, and the Commission may adjust the aggregate number of mandated open hours and branch schedules

Mr. Delventhal stated that the library's base budget would be set yearly by formula, and that funds needed above that amount to maintain the library's hours and programs would be Proposition E funds which would be accessed through the regular supplemental budget request process. In response to a question from Commissioner Jebe, Mr. Delventhal explained that the City will be obligated to provide 1,028 open hours on average per year, but that service and funding above that level would be at the discretion of the mayor and the Board of Supervisors.

In response to a question from President Herlihy, Mr. Delventhal promised to research whether Proposition E funds could be used to undertake library capital projects; he indicated, however, his belief that the funds could be used for maintenance and upkeep of library structures.

Mr. Delventhal stated that the charter amendment does not require that all branch libraries be open the same number of hours, and that determining the open hours and allocating resources are the responsibility of the Commission.

Commissioner Wechsler suggested that additions to the book collection should precede increases in open hours.

In response to a question from Commissioner Crommie, Mr. Delventhal agreed to research the Commission's authority under Proposition E to alter operating hours after January 1, 1995, and prior to the mandated five-year review.

In response to a question from President Herlihy, Mr. Delventhal reviewed the timelines imposed by the charter amendment and indicated that Commissioners would have no individual legal liability in the event of delays in meeting the schedule. The deputy city attorney added that a citizen could initiate action against the City in the event of a missed deadline, but that in his opinion the court would not desire to intrude into the process of implementing a new and complicated budget process provided the City was making a good-faith effort to meet its responsibilities.

In response to a question from President Herlihy, Mr. Delventhal agreed to research the possibility of creating a reserve fund for facility maintenance.

In response to a question from Commissioner Wechsler, Mr. Delventhal reaffirmed that the funds and interest from the charter amendment do not revert to the City's general fund at the end of each fiscal year, but remain dedicated for library usage as specified both in Proposition E and other charter provisions regarding special funds. This, he noted, would permit the library to accumulate funds toward large projects such as branch-library roof repairs.

In response to a question from Commissioner Zivic, Mr. Delventhal speculated that the mayor could request a plan from the library specifying proposed funding at each branch but concluded that such an event seemed unlikely. He explained the charter's provisions for departmental budgets and the limitations on the budgetary powers of the Board of Supervisors.

In response to a question from Commissioner Streets, Mr. Delventhal advised the Commission that the charter amendment does not specify staffing levels but mandates minimum systemwide open hours and number of branches.

In response to a question from President Herlihy, Mr. Delventhal briefly described the process for submitting supplemental budget requests to the mayor, controller, and Board of Supervisors for approval.

In response to a question from President Herlihy, Mr. Delventhal explained that if the City budget suffered a devastating loss that would jeopardize vital services such as fire stations, the mayor and Board of Supervisors could declare an emergency and suspend provisions of the charter. However, he indicated, such an event was extremely unlikely, and that basically Proposition E funds would not be available to the City for meeting deficits.

President Herlihy anticipated that the library would operate under its recently submitted budget for the remainder of the calendar year although, as Mr. Delventhal stated, nothing would preclude the Commission from submitting a supplemental budget request earlier against charter amendment funding.

The city librarian and Mr. Delventhal described the City's interim budget process which permits departments to operate until the State budget is finalized.

In response to President Herlihy's invitation for the public to make inquiries of the deputy city attorney, Landis Whistler, TNT chair, noted that in his opinion the charter amendment did not intend for the Commission to wait until January 1, 1995, to implement increased hours and services. Mr. Delventhal responded that the amendment is silent regarding when mandated processes should begin, and that the obligations specify dates when actions must be completed.

In response to a question from Jack Coll, retired librarian, Mr. Delventhal reiterated that the charter amendment neither prohibits the Commission from taking early actions to implement Proposition E nor requires it.

In response to a question from Lurilla Harris, a member of the public, Mr. Delventhal stated that the Commission may determine the extent to which it will be involved in the preparation of the amendment-required survey.

B. The city librarian introduced Diana Buchbinder, personnel officer, who reported on staff-compensation issues. Ms. Buchbinder referred to handouts that she had provided, including one titled "Employee Information" which placed the number of employees at the library at 599. She explained that 418 of these workers were classified in the 3600 series, a civil service designation used for library-related functions, and that this series was represented by SEIU Local 790, as were most clerical, security, and custodial personnel. Ms. Buchbinder remarked that it was unusual in City departments for such a high percentage of employees to be represented by only one local.

In response to a question from Commissioner Zivic, Ms. Buchbinder advised that the effect of most library employees being in Local 790 meant that terms of the contract negotiated with 790 had a disproportionate effect on the library as compared to other departments whose staff were covered by a variety of contracts.

Ms. Buchbinder explained the salary standardization ordinance and the use of benchmarks in the salary survey to set base salaries for classifications. She emphasized that the pay-equity rate should not be included when considering the annual base salary, and that the basis of comparison should be total compensation. Ms. Buchbinder asserted that San Francisco does not compare favorably in terms of total compensation to the other 28 jurisdictions in the salary survey; she cited disparities in employer-paid insurance and retirement benefits, noting that San Francisco's retirement contribution for employees--at 5%--is the lowest in the survey, and the majority of jurisdictions contribute 9% to employee retirement.

She pointed out that San Francisco's monthly contribution per employee for health coverage is $173 compared to $177 on average for the other jurisdictions; however, she indicated, the average contribution for family health coverage in the other jurisdictions is $428 per employee, but San Francisco makes no contribution to family health coverage.

The personnel officer stated that the average maximum allowable vacation allowance in the other survey jurisdictions exceeds San Francisco's maximum by 6 days.

In response to a question from Mr. Whistler regarding an abbreviation used in the handouts, Neel Parikh, chief of Branch Libraries, explained that "MCLS" meant "Metropolitan Cooperative Library System." (Attachment)

C. Mr. Dowlin provided a handout entitled "Library Preservation Fund Six-Month Implementation Strategy" which detailed staff recommendations for complying with the requirements of the charter amendment. The city librarian suggested that the Commission consider revisions to the library's goals and objectives as part of the upcoming branch surveys.

Mr. Dowlin explained that implementing the charter amendment will require close and timely cooperation with a variety of City departments, including the controller's office, the Human Rights Commission, the city attorney, and the Department of Human Resources. He recommended that the library ensure that it communicates the progress of implementation with the public.

Ms. Buchbinder described actions that must be taken in order for the library to have increased staff by January 1, 1995. In response to a question from President Herlihy, Ms. Buchbinder recommended a classification audit to review and update classification descriptions and requirements; she reported that this would include contacting other jurisdictions to determine the skill levels that they require and that library schools believe are appropriate. This information would subsequently be incorporated in the Public Library's job announcements. The city librarian added that the results of the audit would be used in updating present job classifications, and that he did not envision adding classifications.

In response to concerns expressed by President Herlihy, Ms. Buchbinder emphasized that the proposed audit was to ensure that the language in the job classifications and requirements was appropriate to the level of responsibility and work actually performed.

In response to a question from Commissioner Zivic, Ms. Buchbinder stated that the library would work with the Department of Human Resources to perform the audit.

In response to a question from President Herlihy, Mr. Dowlin stated that the Proposition E mandated rise in library-service hours could have a substantial impact on library costs, and he recommended the classification audit in order to ensure that the library uses its personnel resources as effectively as possible.

In response to a question from Commissioner Crommie, Ms. Buchbinder anticipated that the survey portion of the classification audit would take approximately two weeks, and that the entire audit could be completed by the end of September.

In response to questions from Commissioners Zivic and Crommie, Ms. Buchbinder indicated that there would be a cost associated with the audit and that the city librarian would be meeting with the director of Human Resources to discuss the logistics of the project.

Ms. Buchbinder anticipated that examinations would be held following the classification audit. She stated that the process would be expedited, and suggested a telescoped-down procedure that would give internal candidates access to higher-level positions. Ms. Buchbinder related that having to fill positions on a temporary basis increased the difficulty of retaining qualified staff.

Commissioner Streets recalled the Commission's previous instruction to the city librarian to provide an implementation plan if Proposition E was approved in the election, and she commended Mr. Dowlin on his presentation. Commissioner Jebe agreed and moved to adopt in principle the staff recommendations described in the "Six-Month Implementation Strategy."

In response to a question from Commissioner Crommie, the city librarian pointed out that the library could accelerate its book purchases by expending the entire year's book budget in six months and seeking a charter-amendment funded supplement to obtain funds for the remaining six months. Mr. Dowlin added that this action would allow the public to see within three months a benefit from Proposition E and offered to provide additional information regarding this proposal at the next Commission meeting.

In response to questions from Commissioners Crommie and Jebe regarding the Proposition E mandated survey of library-user preference, Neel Parikh, chief of Branch Libraries, suggested the library contract with a professional firm to poll a cross-section of San Franciscans.

Mr. Dowlin expressed support for a statistically valid telephone survey that would include participants regardless of their library use, in order to plan services and outreach for the entire community.

Commissioner Crommie reiterated Commissioner Jebe's motion to accept in principle the staff recommendation described in the "Six-Month Implementation Strategy."

Ellen Egbert, Bernal Heights resident, suggested that the Commission direct the city librarian to report at the next meeting on the costs of a professionally-conducted poll.

Landis Whistler, chair of Library TNT , described a budget formula for computing staffing and recommended creation of a citizens advisory committee for the implementation of the charter amendment.

Ed Regan, Sunset resident, suggested a clipboard survey at each branch library.

ACTION: Unanimously approved

(Attachment)

VII. Finance Committee Report

Commissioner Norman V. Wechsler, Chair

A. Commissioner Jebe moved to approve Resolution #1680: Approval authorizing the San Francisco Public Library to apply for $150,000 in funds available through the California State Library Title I of LSCA for providing volunteer-based library services for homebound chronically and terminally ill San Franciscans for FY 1994/95

ACTION: Unanimously approved

B. At the request of Commissioner Wechsler, George McBride, coordinator of Automation Services, provided a brief description of the planned cooperative effort between the library and seven other City departments to provide an online catalogue of services. Commissioner Streets moved to approve Resolution #1681: Approval authorizing the San Francisco Public Library to apply for funds not to exceed $612,026 available through the United States Department of Commerce, National Technology Information Administration grant to establish the San Francisco Connection-City and County Online Human Services Directory.

ACTION: Unanimously approved

VIII. PLANNING COMMITTEE REPORT

Commissioner Karen Crommie, Chair

A. Commissioner Crommie reported on the committee's meeting of May 18, 1994. She recalled the committee's support for seeking legislation that would permit the library to retain fines paid for lost library materials in order to replace them with equivalent materials, and stated that the issue would go before the Finance Committee later in the summer.

Commissioner Crommie indicated the committee's support for changing the times of Commission meetings and made the motion to move the regular meeting time for Commission meetings from 4:30 PM to 5:30 PM.

Mr. Regan suggested that the library attempt to provide transportation to meetings for older people if possible.

ACTION: Unanimously approved

B. Commissioner Crommie reported on the Planning Committee's special meeting on May 31, 1994, at Merced Branch Library to hear testimony on a possible change of name. She described the issues involved in the change of name and the committee's decision to postpone action for six months. Commissioner Crommie moved that the Commission direct the Planning Committee to draft a list of criteria for changing branch names as a first step toward establishing a systemwide policy.

In response to questions from President Herlihy, Commissioner Jebe and the city librarian described the process used in the past to change the names of Eureka Valley, Anna Waden, and Noe Valley branches.

Commissioner Wechsler described his desire to obtain additional information regarding demographics and neighborhood usage prior to deciding on a change of name for Merced Branch. The chief of Branch Libraries reported that the 1990 census placed the number of residents of Lakeside Village at 1,080. She indicated that the Merced Branch's service area contains a population of 15,115.

Commissioner Zivic expressed support for seeking additional information, and President Herlihy encouraged the Commission to be guided by the precedents set by the three previous branch name changes. Commissioner Streets reported that three members from the Lake Merced Hills Homeowners Association had been present at the beginning of the meeting to object to the proposed change of name but had departed because of the length of the meeting. She recommended that the matter be returned to the Planning Committee. Commissioner Wechsler cautioned against an immediate vote, and both he and Commissioner Gee spoke in support of Commissioner Crommie's motion for a systemwide approach.

Mr. Regan opposed any change of branch name.

Mr. Whistler stated that the change of name should not be before the Commission since the Planning Committee had postponed action for six months. He expressed concern regarding possible conflict of interest and suggested the president of the Commission recuse himself from the issue of changing the branch name.

ACTION: Unanimously approved

IX. BUILDING AND FACILITIES COMMITTEE REPORT

Commissioner Jan Zivic, Chair

A. Commissioner Zivic reported that the library's facilities programs remained on budget and on schedule. Kathy Page, chief of Facilities Development, indicated that the independent examination of joint weldings on the new main had been completed and that some key joints were being re-welded to ensure seismic-resistance redundancy. In response to a question from Commissioner Jebe, Ms. Page explained that representatives from more than one institution had been involved in evaluating the joint weldings.

Ms. Page recalled the recent article in the San Francisco Examiner describing the new main as a "green" building because of the environmental care that had gone into its design. The community relations librarian promised to provide the Commission with copies of the article.

B. Ms. Page announced that work on Chinatown Branch renovation had begun. She noted that the foundation of the existing structure had been exposed and that she would report further at the next meeting of the Facilities Committee.

X. LIBRARIANS' GUILD REPORT

No report

XI. NEW BUSINESS

A. The Commission scheduled its next special meeting to consider Proposition E implementation for Tuesday, June 14, 1994.

B. Commissioners Crommie and Zivic noted that the Planning Committee and the Building and Facilities Committee may reverse their meeting times.

C. In response to a question from Commissioner Zivic, the city librarian promised to provide additional information regarding the charter-mandated survey. Commissioner Streets requested a proposed schedule of the required public meetings.

In response to a question from Mr. Regan, President Herlihy stated that notice for the public meetings would be posted at all branch libraries.

D. By consensus, the Commission postponed the discussion of quarterly orientation sessions until the next meeting.

XII. PUBLIC COMMENT

President Herlihy's invitation for the public to address issues before the Library Commission yielded no response.

XIII. MEETING REVIEW

A. In response to a question from Commissioner Crommie, the city librarian stated that discussion of a facilitator for the upcoming public hearings would be scheduled for the next meeting. President Herlihy pointed out that contracting for a facilitator would require Commission action authorizing a request for proposals.

XIV. ADJOURNMENT

Commissioner Wechsler moved to adjourn the meeting.

ACTION: Unanimously approved

The June 8, 1994, special meeting of the San Francisco Public Library Commission was adjourned at 7:40 PM.

Donna Marion

SAN FRANCISCO PUBLIC LIBRARY

EMPLOYEE INFORMATION:

# OF EMPLOYEES	599
IN 3600 SERIES	418
% IN 3600 SERIES	86.48%
% OTHER SERIES	13.52%
% SEIU	+85%

Over +85% of the Library's 599 employees are represented by Service Employees International Union, Local 790, with minor representation in several other City wide unions. Those classifications which fall under SEIU representation include all classifications in the 3600 Library series up to the level of Librarian III.
Until fiscal year 1991-1992 wage setting for all library employees was conducted according to the mandates of Charter Section 8.407. SEIU entered into full collective bargaining for fiscal year 1992-1993. The City and SEIU were unable to reach a contract settlement, an arbitration award was made in favor of the Union, and the City filed a court suit against the award, and the suit is expected heard some time in mid June 1994.

Should the SEIU contract awarded through arbitration be affirmed in June the City, and therefore the Library, may be liable for all increased costs contained in the contract retroactive to the award date.

CLASSIFICATIONS IN 3600 SERIES

3602 PAGE

3610 LIBRARY ASSISTANT

3616 LIBRARY TECH I

3618 LIBRARY TECH II

3630 LIBRARIAN I

3632 LIBRARIAN II

3634 LIBRARIAN III

3638 CHIEF LIBRARIAN

3640 COORDINATOR, CHILDREN'S SERVICES

3670 CITY LIBRARIAN

PAY EQUITY IMPACT - LIBRARY SERIES

CLASS	TITLE	BASE RANGE	ANNUAL BASE SALARY	PAY EQUITY RANGE	ANNUAL PAY EQUITY RATE*	COMPOSITE SALARY RANGE	ANNUAL COMPOSITE SALARY RATE**
3602	Page	42.8	$19,627-23,699	3.0	$2,976-3,628	45.8	$22,603-27,327
3610	Libr Asst	47.3	$24,247-29,363	3.0	$3,758-4,515	50.3	$28,005-33,878
3616	Libr Tech I	50.8	$28,684-34,687	3.0	$4,445-5,377	53.8	$33,069-40,064
3618	Libr Tech II	52.8	$31,529-38,184	2.9	$4,698-5,716	55.7	$36,227-43,900
3630	Librarian I	54.6	$34,348-41,656	3.0	$5,324-6,472	57.6	$39,672-48,128
3632	Librarian II	58.1	$40,664-49,329	1.8	$3,654-4,515	59.9	$44,318-53,844
3634	Librarian III	61.1	$46,980-57,107	.8	$1,853-2,244	61.9	$48,833-59,351

* Pay Equity = Bonus Pay

** Base salary rate + Pay Equity bonus rate

06/08/94

California Library Statistics

1993

Fiscal year 1991–92 data

from

Public, Academic, Special and County Law Libraries

Library Development Services Bureau
California State Library
Sacramento, 1993

Gary E. Strong, State Librarian

CALIFORNIA STATE LIBRARY
Library Development Services Bureau

State Summary of Library Statistics

Each year the State Library sends annual report forms to California's academic, public, special, state agency, and county law libraries. Statistical data from those reports are tabulated in this publication, with directory listings published in the companion volume, California Library Directory. Although the statistics program and these publications are promoted as widely as we can, participation for most is voluntary (public libraries are required by the Education Code to report annually to the State Librarian) and some choose not to do so. This makes the state summary less than complete. Libraries failing to return the report form two years in a row are dropped from the free publications distribution list. California cooperates with the National Center for Education Statistics in the collection of uniform public library statistical data nationwide.

FISCAL YEAR 1991 - 1992

For fiscal year 1991-1992 six hundred thirty-eight libraries submitted report forms, up 73 from last year. We estimate there are at least 1,000 libraries in operation in California, exclusive of school libraries, so data in these publications are only about 60% complete this year. State Summary data appears on pages 4 - 9, below.

1991/92 REPORTING LIBRARIES

By type of library, those reporting include:

168 public libraries:

- ►By jurisdiction, there are 48 county, 105 city, four combined city-county, and 11 district public libraries. (NOTE: there were 168 public libraries in California in 1991/92, and there are 169 libraries in 1992/93, as Mariposa County established it own county library on Jan. 1, 1993, instead of contracting for service from Tuolumne County Library as it had in the past.) By level of service, reporting libraries include:

- ►3,344 total public service points, including mobile library service stops.

- ►158 main libraries. Administrative headquarters are not included, and some county or district libraries have no main library.

- ►651 branch libraries. A branch is an extension library open some part of each of five days a week, has at least 1,400 square feet of floor space, a general book collection of at least 7,000 volumes, and is staffed with the equivalent of at least one librarian and one clerical employee during hours open for service.

- ►274 library stations. A station is a library structure smaller than a branch, providing a lower level of service.

- ►56 other outlets, such as deposit collections in nursing homes.

- ►2,215 mobile library stops. A mobile library stop is a location visited by a bookmobile or other traveling library. There are 70 mobile libraries operated by 45 libraries.

- ►Combining main, branch, station and number of mobile libraries, there are 1,209 public library outlets reported.

Public Library coverage of special note:

Emeryville and Piedmont are included with Oakland.
Glenn County is served by Orland and Willows city libraries.
Hillsborough is served by Burlingame and San Mateo city libraries.
Mariposa Co. is included with Tuolumne Co (2 separate libraries in 1993).
Santa Barbara Co. is served by the three city libraries of Lompoc,
Santa Barbara and Santa Maria.
Sierra Co. is included with Plumas Co.

162 academic libraries:

- ▶28 state supported academic libraries.
- ▶88 community college libraries.
- ▶46 private academic libraries.

275 special libraries:

- ▶19 law libraries.
- ▶46 medical libraries.
- ▶61 libraries operated by for profit organizations.
- ▶63 libraries operated by non-profit organizations.
- ▶23 libraries for U.S. government agencies and installations.
- ▶27 resident libraries at state institutions and schools.
- ▶21 special libraries at state government offices.
- ▶15 branch libraries of academic institutions.

33 county law libraries.

In the State Summary table that follows, the current year plus the two preceding years are shown. Following the State Summary table are a number of charts and graphs presenting their own summaries of library data.

Table 8, "Salaries, Current"

Figures are for the current Fiscal Year, 1992-1993.

Library Director. Chief Administrator of library.

Assistant Director. Deputy line position with library-wide responsibilities; not administrative assistant.

Chief of Division. Professional line position supervising other librarians.

Branch Librarian. Professional line position normally supervising other staff in branch library location.

Librarian. Beginning professional with library training but normally without previous professional library work experience.

LTA. Library Technical Assistant, para-professional with AA degree in library science or equivalent.

Clerk. Beginning non-professional employee without library work experience or special training. Not hourly or student paging help.

Manager. Manager of special library service, normally not a Librarian but professional in another field, eg. Business Manager, Personnel Officer, Literacy Coordinator.

STATE SUMMARY OF LIBRARY STATISTICS

SUMMARY

* includes State and Federal libraries

	Total operating Expend	Salaries	Library Materials	Staff FTE	Total Volumes	Circu-lation	ILL borrow	ILL lent	Reference
Units of Measure→	Thousands	Thousands	Thousands	Units	Thousands	Thousands	Units	Units	Thousands
Fiscal Year: 1989-1990	**State Population as of Jan. 1, 1990: 29,473,000**								
Type of Library ↓									
Public	498,451	320,176	65,655	10,296.21	56,767	144,398	284,000	249,000	41,524
Academic	342,954	214,431	88,692	6,010.62	54,302	18,603	247,000	391,000	5,344
Special*	48,717	25,287	13,430	1,662.07	8,029	3,610	133,000	157,000	788
County Law	15,606	6,679	6,667	222.75	2,508	N/A	N/A	N/A	N/A
STATE TOTAL	905,728	566,573	174,444	18,191.65	121,606	166,611	664,000	797,000	47,656
Fiscal Year: 1990-1991	**State Population as of Jan. 1, 1991: 30,351,000**								
Type of Library ↓									
Public	532,179	281,648	69,148	10,583.87	56,845	150,547	319,000	293,000	40,826
Academic	347,095	222,671	86,449	5,390.88	50,671	19,907	264,000	425,000	6,972
Special*	55,223	30,167	15,158	1,315.97	6,939	3,122	126,000	120,000	840
County Law	12,292	4,977	5,392	153.26	1,885	112,078	420	395	97
STATE TOTALS	946,789	539,463	176,147	17,443.98	116,340	285,654	709,420	838,395	48,735
Fiscal Year: 1991-1992	**State Population as of Jan. 1, 1992: 30,988,510**								
Type of Library ↓									
Public	564,382	372,348	72,038	10,507.70	58,136	160,760	420,058	402,537	38,216
Academic	349,344	224,929	88,157	5,329.43	58,714	20,645	286,147	428,012	8,251
Special*	60,723	29,440	15,606	1,478.87	7,926	3,103	144,049	133,751	869
County Law	16,108	6,728	6,806	235.84	2,141	150	323	542	143
STATE TOTALS	989,436	633,011	182,573	17,533.34	126,828	184,516	848,339	964,682	47,465

State Summary column headings

Total operating expend. Total operating expenditure, in thousands of dollars. Includes materials, salaries, operations, contract services, transfers and payments. Excludes capital outlay.

Salaries. Expenditure for staff salaries and benefits, in thousands of dollars. A subtotal of total operating expenditures above.

Library materials. Expenditure for all library materials: books, periodicals, microforms, audiovisual materials, in thousands of dollars. Excludes supplies, binding and materials leased on contract. A subtotal of total operating expenditure above.

Staff FTE. Total number of persons employed, professional and support, expressed in full-time equivalent (FTE). Full-time is normally 40 hours per week, but not less than 36.

Total volumes. Total count of volumes held at end of fiscal year, June 30, in thousands.

Circulation. Total annual out-of-building circulation, all materials, all units, in thousands.

ILL borrow. Number of items borrowed by reporting library on interlibrary loan from other libraries. Includes photocopies sent in lieu of ILL.

ILL lent. Number of items lent by reporting library on interlibrary loan to other libraries. Includes photocopies sent in lieu of ILL.

Reference. Annual total of questions answered by reporting library: questions, readers assistance, bibliographies, research projects, data base searches. Includes activities requiring use of library collections and services and/or training and experience of staff, but not simple directional questions.

Note: The Special libraries line includes libraries operated by both the State and Federal government.

Public Libraries: over 200,000 population

Group 1

Library	Library Director	Assistant Director	Chief of Division	Branch Librarian	Librarian	LTA	Clerk	Manager
Alameda Co	-7802	4898 -5961	4277 -5191	3323 -4465	2512 -3220	2141 -2540	1644 -2102	2859 -4220
Anaheim	6520 -8965	-	4203 -5779	3458 -4754	2390 -3051	2007 -2441	1416 -1808	4203 -5779
Contra Costa Co	5750 -6990	4723 -6029	3531 -5153	2783 -3905	2414 -3080	1829 -2638	1537 -2151	3743 -5035
Fresno Co	4583 -6341	3704 -5350	2576 -3741	2764 -2903	1902 -2311	1373 -1670	1014 -1232	3704 -5350
Kern Co	5009 -6115	3622 -4422	2952 -3604	2685 -3294	2103 -2567	1706 -2082	1369 -1672	3311 -4042
Long Beach	-7461	-5233	3466 -4241	3213 -3931	2631 -3213	-	1757 -2139	-
Los Angeles	-9538	6672 -8291	5823 -7236	3300 -4102	2797 -3478	2197 -2782	1706 -2121	5825 -7237
Los Angeles Co	6992 -10488	5628 -8442	4870 -7305	3234 -4007	2611 -3234	2280 -2829	1274 -	3920 -5880
Monterey Co	-5709	2960 -3667	2719 -3369	2449 -3034	2016 -2497	1578 -1955	1319 -1634	2016 -2497
Oakland	5973 -10000	-	4775 -7277	2776 -3078	2662 -2953	2026 -2247	1867 -2074	3135 -6344
Orange Co	4671 -10670	4384 -6613	3820 -5755	2967 -3999	2532 -3215	1806 -2281	1661 -2052	3461 -5224
Riverside	5322 -6654	4339 -5815	3935 -5274	2937 -3935	2664 -3570	2087 -2797	1635 -1988	2416 -4784
Sacramento	5840 -7099	4496 -5465	4261 -5180	2848 -3463	2173 -2642	2071 -2518	1730 -2102	4105 -4526
San Bernardino Co	-6873	3862 -4701	3028 -3676	2430 -2955	2203 -2680	1641 -2001	1417 -1728	2430 -2955
San Diego	2527 -8773	2101 -7620	3740 -8360	3079 -3738	2525 -3044	2068 -2498	1628 -1965	2800 -3400
San Diego Co	5172 -8538	4255 -7027	3229 -3737	2831 -3123	2219 -2570	1897 -2306	1144 -1390	3926 -4544
San Francisco	7097 -8626	5929 -7206	5509 -6699	4069 -4946	3228 -3915	2690 -3260	2277 -2756	4898 -5953
San Jose	6855 -8334	5640 -6855	4872 -5923	3598 -4377	3078 -3742	2779 -3378	1910 -2321	-
San Luis Obispo	4512 -5486	3397 -4129	3144 -3822	2219 -2697	2030 -2470	1759 -2139	1461 -1775	1832 -2227
San Mateo Co	5588 -6985	4827 -6034	3782 -4729	3267 -4084	2749 -3437	2005 -2506	1893 -2116	3971 -4964
Santa Ana	6472 -9145	5562 -7859	3841 -4671	3335 -4054	3010 -3658	2357 -2867	1960 -2381	4173 -5076
Santa Barbara	5593 -6712	-	4030 -4836	2686 -3265	2556 -3106	2125 -2583	1623 -1973	2881 -3502
Santa Clara Co	6525 -8389	4892 -6290	3897 -4739	3897 -4739	2672 -3228	1892 -2278	1693 -2162	-
Solano Co	4761 -5787	-	3627 -4408	3153 -3832	2384 -2897	1661 -2019	1456 -1770	3325 -4042
Sonoma Co	7023 -7023	5025 -6108	3865 -4697	2782 -3380	2467 -2997	1985 -2411	1558 -1895	2466 -2466
Stanislaus Co	4462 -5424	-	3040 -3697	2532 -3080	2296 -2792	1721 -2094	1359 -1650	2031 -2472
Stockton-San Joaq	6003 -7331	4588 -5603	3768 -4601	3100 -3787	2293 -2800	1979 -2800	1709 -2087	3527 -4308
Tulare Co	3550 -4330	-	2204 -2688	-	1957 -2386	1558 -1900	1254 -1528	1513 -1848
Ventura	5179 -6608	-	3320 -4237	2725 -3478	1888 -2396	1500 -1901	1363 -1727	3403 -4343

SALARY SURVEYS

SYSTEMS

Position	High	Low	Median	Average	MCLS
Director	$80,352.00	$33,036.00	$53,265.00	$51,731.15	$63,768.00
Executive Secretary	$35,242.00	$23,340.00	$30,535.50	$29,747.02	$30,966.00
Business Manager/Acct.*	$52,080.00	$27,040.00	$40,003.00	$39,140.50	$42,804.00
Technical Asst./Sr. Clerk	$28,344.00	$18,850.00	$24,207.93	$23,828.65	$26,309.00
Sr./Research Librarian	$46,404.00	$25,944.00	$36,378.00	$38,345.38	$35,559.00
Library Assistant	$33,990.00	$17,498.00	$24,684.63	$24,426.21	$30,966.00
Head of Reference	$61,584.00	$30,463.68	$42,198.00	$41,842.41	$45,749.00
Delivery Driver	$28,797.00	$16,666.00	$23,766.24	$22,444.80	$22,509.00

I. CITIES

Group I

Position	High	Low	Median	Average	MCLS
Director**	$114,456.00	$89,532.00	$101,994.00	$101,994.00	$63,768.00
Executive Secretary	$42,804.00	$34,452.00	$37,395.04	$37,395.04	$30,966.00
Business Manager/Acct.*	$86,840.00	$69,885.00	$78,262.50	$78,262.50	$42,804.00
Technical Asst./Sr. Clerk	$36,863.64	$26,371.00	$30,803.15	$30,803.15	$26,309.00
Sr./Research Librarian	$49,235.00	$33,178.32	$41,775.56	$41,775.56	$35,559.00
Library Assistant	$32,740.00	$26,371.00	$29,555.50	$29,555.50	$30,966.00
Head of Reference	$57,838.00	$38,575.80	$48,859.20	$48,859.20	$45,749.00
Delivery Driver	$29,507.62	$20,713.00	$24,387.81	$24,387.81	$22,509.00

Group II

Position	High	Low	Median	Average	MCLS
Director**	$89,616.00	$59,496.00	$72,966.00	$75,155.25	$63,768.00
Executive Secretary	$43,884.00	$29,244.00	$35,058.00	$35,383.78	$30,966.00
Business Manager/Acct.*	$60,624.00	$24,984.00	$41,439.00	$41,826.00	$42,804.00
Technical Asst./Sr. Clerk	$38,952.00	$21,660.00	$31,896.00	$31,308.92	$26,309.00
Sr./Research Librarian	$53,088.00	$28,284.00	$39,822.00	$39,483.84	$35,559.00
Library Assistant	$38,736.00	$20,076.00	$31,046.52	$30,514.84	$30,966.00
Head of Reference	$64,236.00	$28,284.00	$44,970.00	$44,790.68	$45,749.00
Delivery Driver	$32,172.00	$11,504.88	$21,461.28	$21,027.30	$22,509.00

* This position has fewer equivalents than any other

** From California Library Statistics 1993

LIBRARY PRESERVATION FUND
SIX-MONTH IMPLEMENTATION STRATEGY
STAFF RECOMMENDATION

◇ **Planning**. The Library and the Library Commission will plan service enhancements based on information gathered about neighborhood service priorities:

- Commission implements and reports on a survey of "users preferences as to the facility's operating hours" for each library facility.
- Library Administration creates draft update of the Library five-year plan to reflect enhanced resources.
- Commission conducts public hearings in 27 library locations to discuss the above documents.
- Library Commission reviews report of hearings and adopts policy for implementation of enhanced budget.
- City Librarian meets with appropriate city departments heads to establish a process to expedite implementation of enhanced services.
- City Attorney advises and counsels the Library Commission and Administration on legal parameters for implementing Proposition E.
- Community Relations Department develops public awareness of the Library's planning strategy and the opportunities for public participation in the process.

◇ **Enhanced Book Collection**. The Library will implement an aggressive program to provide the public with enhanced book collections.

- Purchases popular books and materials covering heavily requested topics for which the library has never been able to meet community demand.
- Begins placing materials in libraries by July 1994.
- Makes the public aware of new services and enhanced collections.

◇ **Implementation**.

Finance:

Based on information gathered during the public hearings, the Library Administration will prepare a comprehensive budget implementing Commission policy for enhanced services.

Human Resources:

- Identifies staffing configuration
- Conducts classification audit
- Implements exam process
- Creates employment lists
- Processes requisitions
- Certifies, interviews, selects and hires staff
- Trains employees.

June 8, 1994

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City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
KAREN CROMMIE
Vice President

THOMAS H. GEE, J.D.
WALTER G. JEBE, SR.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

54

Notice of Special Meeting

The San Francisco Public Library Commission will hold a special Commission meeting as follows:

DATE: Tuesday, June 14, 1994

TIME: 4:00 PM to 5:30 PM

PLACE: Lurie Room, Main Library

AGENDA:

1. Discussion and possible action on policy direction for implementation of Proposition E:
   Kenneth Dowlin, City Librarian
2. Discussion and possible action for implementing an expanded program for youth:
   Neel Parikh, Chief of Branches

6/9/94:dm

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

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DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
SPECIAL MEETING OF JUNE 14, 1994

The San Francisco Public Library Commission held a special meeting on Tuesday, June 14, 1994, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 4:00 PM by Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. Roll Call

The following Commissioners were noted present: Karen Crommie; Thomas Gee; James Herlihy; Walter Jebe, Sr.; Fran A. Streets; Norman Wechsler; and Jan Zivic.

III. Discussion and Action Regarding the Implementation of Proposition E

A. Kenneth Dowlin, city librarian, encouraged the adoption of a 10-year perspective for the charter-mandated survey and suggested that the Commission include planning for the library's collections, facilities, budget, human resources, and communications programs.

He reported that the City's Capital Improvement Committee would be putting forward a bond issue for the November ballot to fund the seismic upgrade of the current Main Library for use by the Asian Arts Museum; however, he noted that additional branch-library seismic upgrades will not be included in that election.

The city librarian briefly described legislation being proposed by Senator Rosenthal to devote 1.5% of state utility revenues to build information networks for schools and libraries, and by Senator Kopp to exempt libraries from state sales tax.

Mr. Dowlin recommended issuing a request for proposals (RFP) for updating the library's strategic plan, holding the series of public meetings, and performing the library user survey, and provided a handout describing the scope of work. (Attachment)

Mr. Dowlin pointed out that the library will need to produce a budget which includes charter amendment funding, and he suggested discussing the possibility of a contract with Harvey Rose Accountancy, the budget analyst used by the Board of Supervisors. The city librarian recalled that two analysts in Harvey Rose Accountancy are extremely well informed on library programs because of their work evaluating the library's zero-base budget.

In response to a question from Commissioner Zivic, Mr. Dowlin indicated that the authorization for the RFP would permit the library to obtain information regarding costs and possible services, adding that acceptance of a proposal would require separate Commission action.

Commission Crommie recalled previous discussions regarding the library seeking a professional firm to conduct the survey of users and contracting for a meeting facilitator. Mr. Dowlin affirmed that the RFP he was suggesting would combine those functions. Commissioner Crommie expressed concern regarding costs and questioned the use of a professional facilitator. She noted that library meetings were customarily chaired by Commissioners and supported by in-house staff.

Commissioner Wechsler shared Commissioner Crommie's concerns and suggested a three-step approach to the mandate of Proposition E: (1) Setting increased hours; (2) determining staffing levels appropriate for those hours; and (3) providing adequate books and materials.

Commissioner Streets supported a professionally-conducted survey of user preference; both she and Commissioner Jebe questioned the necessity of hiring a facilitator for the public meetings.

Mr. Dowlin envisioned expanding the public hearings into neighborhood focus groups and possibly extending the process beyond neighborhoods into affinity groups.

Commissioner Crommie requested specific information on the cost of the proposed survey, noting that the handout provided only an overall cost projection instead of line-item estimates. President Herlihy suggested dividing the scope of work into the separate areas of survey and facilitator, and considering them independently.

In response to a question from President Herlihy, the city librarian described the benefit of attempting to contract with a firm already certified by the Human Rights Commission. Mr. Dowlin reported that initial staff inquiry suggested that a telephone survey with a 600-person sampling would cost approximately $14,000. He cautioned, however, that a sampling of 600 would not generate sufficient information regarding smaller branches to detail user ethnicity, education, and language. A 1,200-person survey, he explained, would permit the library to gather the additional information and was estimated at $20,000.

The city librarian estimated that a 100-person per branch clipboard survey, administered by volunteers and asking the same questions as the phone survey, would cost $5,000.

President Herlihy discussed possible timelines for the user survey and the series of public meetings, culminating in the revised budget for additional service hours, library materials, and programming.

Commissioner Crommie moved to authorize the city librarian to issue an RFP for a survey of branch hours to comply with the requirements of the charter amendment. The city librarian suggested amending the motion to include both the 1,200-person sampling and the clipboard survey, and Commissioner Crommie agreed. Commissioner Zivic suggested that proposals be due before the next Commission meeting, and Neel Parikh, chief of Branch Libraries, pointed out the importance of bilingual capability in the survey. Mr. Dowlin stated the library's intention for the survey to include children.

Marti Kashuba, Bernal patron, spoke in favor of purchasing books and expressed uncertainty regarding the cost of the survey.

Carol Steiman, Glen Park patron, spoke in favor of a professional survey of user preference.

Barbara Berman, library patron, encouraged library activists to inform the public that the survey is required and urged that it be accomplished as quickly and efficiently as possible.

Ed Regan, Sunset resident, spoke in favor of all branch libraries being open the same number of hours.

In response to a question from Loren Alex, Noe Valley Voice, President

Herlihy explained that the 1,200-person survey group would be defined through negotiations with the survey vendor.

Ellen Egbert, Bernal patron, spoke in favor of a professional survey that would include individuals who do not currently use the Public Library.

Commissioner Wechsler described the importance of the Commission seeking advice from branch-library staff when setting open hours.

ACTION: Unanimously approved

B. By consensus, the Commission set a special Commission meeting for June 21, 1994.

C. At Mr. Dowlin's suggestion, discussion of the focus-group and communications portion of the public-hearings process was postponed until the next meeting.

D. The city librarian requested that the chief of Branch Libraries describe the mayor's proposed summer program for youth. Ms. Parikh reported the program would be funded under the children's amendment and she provided a handout listing the proposal's elements. (Attachment)

Ms. Parikh indicated that the mayor sought additional open days at some sites and that the proposal included this.

Ms. Parikh explained that the summer program would include jobs in the library for teenagers and would conclude in August with an event featuring a player from the San Francisco Giants. She anticipated a budget in the neighborhood of $75,000 which would be provided through the mayor's office.

Commissioner Wechsler moved to approve the mayor's summer program for youth.

Ms. Egbert recalled the mayor's opposition to Proposition E.

ACTION: Unanimously approved

E. In response to a question from President Herlihy regarding the proposed enhanced book collection, Nancy Musser, chief of Technical Services, estimated that the proposal would provide another 30,000 books in the first quarter of the fiscal year. Mr. Dowlin indicated that the budget request included processing and cataloging costs.

In response to a question from Commissioner Zivic, Ms. Musser stated that the proposed purchases were volumes which the coordinator for children's services and public service librarians had for some time sought to add to the collections.

In response to questions from Commissioner Wechsler and President Herlihy, Ms. Musser informed the Commission that the proposal included $350,000 for adult books and $180,000 for children's. She pointed out that this would provide almost five times the number of books during the quarter as the library would normally purchase.

In response to a question from President Herlihy, Ms. Musser explained that the proposal included new staff to process the increased book orders that the charter amendment will make possible. The chief of Technical Services briefly described the differences in processing costs of various types of books.

Commissioner Jebe moved approval of the book acquisition proposal.

In response to a question from Commissioner Crommie, Toni Bernardi, coordinator of Children's Services, acknowledged that her proposal for children's books included purchases for each branch and the main.

In response to questions from Commissioner Wechsler, Ms. Musser stated that the proposed increase in purchases would be in addition to the regular, ongoing purchases already planned by the library, and that this increase accounted for the need to hire staff. She summarized the differences in the costs of adding popular titles as compared to rare, research-oriented materials.

In response to questions from President Herlihy, Ms. Musser explained that the library purchases as many items shelf-ready as possible in order to conserve processing costs. She included in this category books already contained in mylar jackets with check-out slips and bar-code strips.

President Herlihy requested an update at the next meeting of the costs involved in processing books and reiterated the Commission's desire to minimize overhead costs in order to provide maximum resources for materials and public service at the library.

Ms. Steiman lauded Ms. Musser's previous visit to the Council of Neighborhood Libraries and encouraged every Commissioner to tour Technical Services in order to view the complicated and essential processes involved in placing library books on the shelf.

ACTION: Unanimously approved

IV. Adjournment

Commissioner Wechsler moved to adjourn the meeting.

ACTION: Unanimously approved

The June 14, 1994, special meeting of the San Francisco Public Library Commission was adjourned at 5:30 PM.

MEMORANDUM

TO: LIBRARY COMMISSION

FROM: CITY LIBRARIAN

SUBJECT: IMPLEMENTATION OF PROPOSITION E

DATE: JUNE 14, 1994

In order to move forward on planning for the implementation of the 1994/1995 Budget for the San Francisco Public Library, I need the Commission to authorize me to proceed on these items:

1. The issuance of a Request for Proposal to at least three firms that have an existing management, planning, or communications contracts with the City (draft is attached). The proposals will be presented to the Commission prior to July 5th.

2. To enter into negotiations that could lead to a contract with the Board of Supervisors budget consultant firm to create a new program based budget using the goals and objectives from the planning process.

3. To prepare a supplemental budget resolution for Commission's approval based on the parameter's approved by the Commission today. (attachment).

KED:rls

libcom.mem

COMMUNITY COMMUNICATION

IMPLEMENTATION OF THE CHARTER AMENDMENT

Scope of Work for Contractor to administer the planning,hearings, and communications program for the 1994/1995 budget implementation:

1. Create an outline for planning, hearing, and communication process, including roles, responsibilities, timetables and decision points. Present this process to the Commission for review. Create the process in consultation with the Library Administration and review by the Commission.

2. Create and implement a community survey of "users preferences as to the facility's operating hours and services" for each library facility. Prepare a report of this survey.

   Responsibilities:

   Contractor - write, implement, administer, tally and report results of a community-wide survey and a clipboard survey at every branch in an attractive public document.

   Library Staff - provide parameters for open hours, review draft survey, review draft survey report.

3. Write a public document which reflects the "DRAFT Master Plan" for the next ten years of the Library. This should be a brief and attractive document using information that is provided by library administration.

   Responsibilities:

   Contractor - write report, create charts and graphs to illustrate concepts of report, publish and distribute report.

   Library Staff - provide contractor with documents that would be abstracted for the report, review draft report, provide statistics for charts/graphs and meet with contractor to discuss elements of the plan.

Commission - approve draft plan

4. Schedule, organize, publicize, coordinate and host 27 hearings in 27 library locations. Hearings should discuss the two documents prepared above: results of the survey and a DRAFT Master Plan.

   Responsibilities:

   Contractor - schedule meetings, organize all arrangements connected with the meeting (including seating, building security, equipment, etc.), prepare and disseminate publicity, prepare agenda for the meeting and host each meeting.

   Library Staff - consult with contractor on best times to utilize locations, publicize meetings in each site, consult with contractor in development of the agenda for the meeting and attend the meeting as resource people.

   Commission - approve the schedule and at least one commissioner to attend the hearing.

5. Prepare a report of the public hearings and a final draft of the "Master Plan" to the Commission. This report should be prepared in an attractive manner suitable for general distribution to the public.

   Responsibilities:

   Contractor - prepare, publish, and disseminate the report. Publicize availability of the report.

   Library Staff - consult in development of report and review drafts of report.

6. Present the above reports to the Commission. After public review and input, revise the Master Plan to reflect Commission desires and publish in an attractive format for public dissemination.

Library Preservation Fund
Six-Month Implementation Strategy
14-Jun-94

Planning

Plan Service enhancements based on information gathered about neighborhood service priorities:

Cost $292,720

	94																95					
	Jun			Jul		Aug		Sep		Oct			Nov		Dec		Jan	Feb	Mar	Apr	May	Jun
	7	13	27	11	25	8	22	5	19	3	17	31	14	28	12	26	9					
City Librarian establishes process to expedite implementation of enhanced services		X																				
Commission implements a planning process		X																				
Commission implements a survey of user preferences for open hours		X	X	X																		
City Attorney advises and counsels the Library Commission & Administration on legal parameters for implementing Proposition E		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
Commission conducts public hearings in 27 locations and reports at Library meeting				X	X	X	X															
Library Administration creates draft update of the Library five-year plan to reflect enhanced resources							X															
Library Commission reviews report of hearings								X														
Commission Finance Committee approves policy for implementation of enhanced budget									X													
Finance Committee policy recommendations adopted by the full Commission										X												
Publicize community hearings in neighborhoods		X	X	X	X	X	X	X														
Publish, publicize, and make available results of user preference survey				X	X	X	X															
Publicize new enhanced book collections					X	X	X															
Inform public of results of community hearings								X	X	X												
Publish, publicize, and make available revised & update five year plan									X													
Make available to public preliminary Charter Amendment budget									X	X	X											
Inform public of final 1994/95 budget, programs & services											X	X	X	X	X	X	X					
Publicize new open hours, programs & services effective January 2														X	X	X	X					

Library Preservation Fund
Six-Month Implementation Strategy
14-Jun-94

Planning

Plan Service enhancements based on information gathered about neighborhood service priorities:

Cost $292,720

	94 Jun 7	13	27	Jul 11	25	Aug 8	22	Sep 5	19	Oct 3	17	31	Nov 14	28	Dec 12	26	95 Jan 9	Feb	Mar	Apr	May	Jun
City Librarian establishes process to expedite implementation of enhanced services		x																				
Commission implements a planning process		x																				
Commission implements a survey of user preferences for open hours		x	x	x																		
City Attorney advises and counsels the Library Commission & Administration on legal parameters for implementing Proposition E		x	x	x	x	x	x	x	x	x	x	x	x	x	x	x						
Commission conducts public hearings in 27 locations and reports at Library meeting				x	x	x	x															
Library Administration creates draft update of the Library five-year plan to reflect enhanced resources							x															
Library Commission reviews report of hearings								x														
Commission Finance Committee approves policy for implementation of enhanced budget									x													
Finance Committee policy recommendations adopted by the full Commission										x												
Publicize community hearings in neighborhoods		x	x	x	x	x	x	x														
Publish, publicize, and make available results of user preference survey				x	x	x	x															
Publicize new enhanced book collections					x	x	x															
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Publish, publicize, and make available revised & update five year plan									x													
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Inform public of final 1994/95 budget, programs & services											x	x	x	x	x	x	x					
Publicize new open hours, programs & services effective January 2														x	x	x	x					

Enhanced Book Collection

The Library will implement an aggressive program to provide the public enhanced book collections:

Cost $1,036,103

	94																95					
	Jun			Jul		Aug		Sep		Oct			Nov		Dec		Jan	Feb	Mar	Apr	May	Jun
	7	13	27	11	25	8	22	5	19	3	17	31	14	28	12	26	9					
Enhance book collection	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x					

Implementation

Finance & Human Resources components

Cost $111,144

	94																95					
	Jun			Jul		Aug		Sep		Oct			Nov		Dec		Jan	Feb	Mar	Apr	May	Jun
	7	13	27	11	25	8	22	5	19	3	17	31	14	28	12	26	9					
Prepare a comprehensive budget implementing the Commission policy for enhanced services	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x					
Human Resources receives additional staff from post-charter planning budget		x	x	x																		
Audit positions needed to hire, exam process implemented				x	x	x																
Classification requests posted for adoption						x	x															
All exam completed						x	x															
All requisitions processed, certifications issued							x	x														
Candidates respond to certifications									x													
Offer positions to candidates										x	x											
Begin to process new hires											x	x	x	x								
Train & orient new staff															x	x						

Total Cost $1,439,967

sg/transition team

LIBRARY PRESERVATION FUND
SIX-MONTH IMPLEMENTATION STRATEGY
STAFF RECOMMENDATION

◇ **Planning.** The Library and the Library Commission will plan service enhancements based on information gathered about neighborhood service priorities:

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◇ **Enhanced Book Collection.** The Library will implement an aggressive program to provide the public with enhanced book collections.

- Purchases popular books and materials covering heavily requested topics for which the library has never been able to meet community demand.
- Begins placing materials in libraries by July 1994.
- Makes the public aware of new services and enhanced collections.

◇ **Implementation.**

Finance:

Based on information gathered during the public hearings, the Library Administration will prepare a comprehensive budget implementing Commission policy for enhanced services.

Human Resources:

- Identifies staffing configuration
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- Trains employees.

June 8, 1994

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Proposal for Commission Approval 6/14/94

Mayor's Summer Library Program
Scheduled July through September 3

Program Elements:

- Two special programs in ALL branch libraries: singers, Philippine dancers, storytellers, puppeteers, etc.
  Implementation requirements:
    approval of performers personal services through Civil Service.

- An additional open day at seven branch libraries in low income areas with large child populations (Chinatown-Monday, Excelsior-Monday, Mission-Monday, Bayview-Saturday, Western Addition-Monday, Ocean View-Tuesday and Portola-Friday).
  Implementation requirements:
    recruit and hire staff

- A special "Mayor's Summer Library Program" newspaper, specially advertizing the 60 special programs, special summer hours and all other programs at the libraries.

- A special certificate, signed by the Mayor, for every participant in the summer reading program.

- Participation by the Mayor in the Giants special summer reading finale program in mid-August.

- Summer employment program for teenagers working with pages during the additional open hours

NOTE: This is a program that the Mayor would like to see implemented by July 5. It is improbable that we would be able to hire staff to open all the sites July 5. We would implement open hours as soon as staff was available to provide the required hours.

Neel Parikh

File:summpro

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Public Library Commission

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DATE: Tuesday, June 21, 1994

TIME: 5:00 PM - 6:45 PM

PLACE: Lurie Room, Main Library

AGENDA:

1. Continued discussion and possible action on policy direction for implementation of Proposition E: Kenneth Dowlin, City Librarian

6/15/94:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

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8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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#2
6/21/94

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
KAREN CROMMIE
Vice President

THOMAS H. GEE, J.D.
WALTER G. JEBE, SR.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

DOCUMENTS DEPT.
JUL 0 1 1994
SAN FRANCISCO
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DRAFT

SAN FRANCISCO PUBLIC LIBRARY
SPECIAL COMMISSION MEETING MINUTES

Minutes for the meeting of June 21, 1994

I. **Call to Order:** 5:01 PM

II. **Roll Call:**

The following Commissioners were noted present: President James Herlihy; Karen Crommie; Thomas Gee; Walter Jebe, Sr.; Norman Wechsler and Jan Zivic. Commissioner Fran Streets was excused.

III. **Item considered by Committee:**

A. Continued discussion and possible action on policy direction for implementation of Proposition E.

Kenneth Dowlin, City Librarian, provided a handout titled "Implementation Financial Plan" which addressed estimated library income percentages, preservation fund for FY 1994/95 and enhancements. He reviewed the library's fund source over the next 10 to 15 years estimating that 50% will come from general fund revenue, 9.2% from the Children's fund, 39.3% from the Library Preservation fund and 1.4% from traditional collected revenue. (Attachment) Mr. Dowlin emphasized the importance of setting the current budget parameters, stating that the Commission will be guided for the next ten years by the precedent set. Mr. Dowlin proposed a conceptual frame work for Commission approval that would allocate 30% of the preservation fund to the Main, 30% to Branches, and 30% to Collection Development and Access. Administration would never exceed 5%.

In response to Commissioner Jebe, Mr. Dowlin defined administration as City Librarian's Office, Commission's activities and support, Community Relations Office, Finance and Personnel.

In response to Commissioners Zivic and Wechsler, Mr. Dowlin stated his objective is full program based budgeting that includes maintenance and overhead cost.

In response to Commissioner Wechsler, Mr. Dowlin stated that in October he will provide a program based budget that will address Proposition E requirements.

In response to Commissioner Crommie, Mr. Dowlin stated that historically the Main's budget percentage has been higher than the branches, but that the Main used to have 17 departments compared to 5 currently. Commissioner Jebe clarified that the Main funds services that are distributed throughout the branches.

Mr. Dowlin referred to another handout titled "Implementation Scope of Work" that listed 5 objectives to be accomplished within the next six-months:

1. Enhance Human Resources
2. Budget preparation
3. Community survey
4. Public hearings
5. Enhance book collection

(Attachment)

Mr. Dowlin presented Resolution #1682 for approval and he proposed that request for proposal (RFP) be issued to ascertain cost effective comparisons versus in-house cost for elements 2 through 5. The City Librarian indicated that the Library was enlisting assistance from the Human Resource Department to implement staffing by January 1, 1995.

In response to Commissioner Wechsler, Mr. Dowlin stated that the October supplemental budget will exclude funds for program elements that have been accomplished.

In response to Commissioners Zivic and Crommie, Mr. Dowlin stated that a computerized budget system is being developed and that all elements of accounting will be incorporated into the system. The City Librarian indicated that the automated program will be compatible with the Controller's and the Board of Supervisors' programs.

Commissioner Zivic emphasized the importance of planning before proceeding with accelerated spending.

In discussion of the Library Service Survey, RFP Mr. Dowlin referenced a June 21, 1994, memorandum reporting that the Library had received bids from MacKenzie Communications Inc., and Polaris Research and Development. (Attachment)

Mr. Dowlin requested authorization to enter into contract agreement with MacKenzie Communications, Incorporated, for a 1,200 random-sampling phone survey and 100-person per branch clipboard survey at a total cost of $29,000.

At the request of Commissioner Wechsler, Mr. Dowlin provided a brief description of the Proposition E funding process, explaining that Proposition E fund estimates will be certified by the controller in August and that simultaneously the Library will submit a request for supplemental appropriation.

In response to Commissioner Wechsler's inquiry, President Herlihy suggested two Commissioners work with the pollster to develop survey questions and report back at the next Commission meeting.

Mr. Dowlin assured Commissioner Zivic that the total bid amount from MacKenzie Communications, Inc., of $29,000 represented the complete survey cost as stipulated in the RFP.

In response to Commissioner Wechsler, Mr. Dowlin stated that the survey will be based on a statistically-valid cross-section sampling of San Franciscans.

Commissioner Crommie moved to authorize the City Librarian to proceed with contract negotiations with MacKenzie Communications, Incorporated for the library service survey at a cost of $29,000.

Ed Regan, San Francisco resident, requested equal service hours for every branch.

Marti Kashuba, Bernal library patron, expressed the importance of a valid survey that represented bilingual groups and children, and she asked for survey simplicity.

President Herlihy and Mr. Dowlin responded that the survey will be broad in scope and that there will be questions targeting children's library usage.

Commissioners Jebe and Wechsler supported the development of a 10-year plan.

Commissioner Wechsler questioned what proportion of funding applies to the total library and the branches.

President Herlihy clarified that the Library service survey is not an attempt to move away from the goals of Proposition E.

Jean Amos, San Francisco resident, asserted that the Main has been budgeted and that Proposition E addressed support for branches. She suggested that the survey include librarian input.

Carol Steiman, Friends of the Library member, explained that Proposition E funds are operating expense money.

Commissioner Jebe suggested that every Library employee complete a Library service survey.

Commissioner Crommie assured the public that input from the Branch Librarians will be an integral part of the Library service survey and she cited Proposition E as implying that survey polling for library service hours is required.

President Herlihy reflected on the Commission's previous decision to expand the Library survey to include broader issues.

ACTION: Unanimously approved

Mr. Dowlin requested direction for proceeding with the series of public hearings and stated that on completion of the library user survey the public hearings can proceed, and he provided a handout describing the hearing preparation and communication. (Attachment)

Mr. Dowlin pointed out that the Commission has until November 1, 1994, to adopt a budget for staffing levels.

Commissioner Crommie suggested that the Commission postpone discussion on the 10-Year Plan and solicit support for the public hearings.

Commissioner Zivic expressed confidence in the City Librarian and stated that it would be unwise of the Commission to hold the series of public hearings without first planning.

Commissioner Wechsler reiterated that the priority at hand is to meet the January 1, 1995, Proposition E obligation and that the 10-Year Plan is an on-going endeavor.

President Herlihy pointed out that there will be a series of 27 public meetings requiring four meetings per week within two months. He enlisted the support of existing library staff and suggested additional temporary hires to meet the public meeting mandates.

In response to President Herlihy, the City Librarian iterated his willingness to submit a revised proposal setting staffing parameters, meeting structure and scope of work based on the most cost effective proceeding at the next Commission meeting.

Commissioner Zivic stated that the nature of the public hearings is to hear public input and that each Commissioner should gather information and summarize their conclusions from the hearing minutes.

Commissioners Wechsler and Jebe proposed that a special meeting of the Commission be held once a week to discuss logistics for the upcoming public hearings. By consensus, the Commission agreed to meet June 29, 1994, at 5:00 PM in the Lurie Room, Main Library.

Commissioner Crommie agreed to converse with the City Librarian prior to the next Commission meeting to offer input on the revised work scope proposal.

Commissioner Crommie requested the City Librarian to provide a revised proposal that shows the individual cost of each item. She questioned the cost to publicize the hearings and stated that she would rather invest in books and branches than use funds to publicize hearings.

Nancy Musser, Chief of Technical Services, briefed the Commission on the cost and the scope of work involved in enhancing the book collection. Ms. Musser explained that an average of $.63 is spent on the dollar to add to the book collection. Than amount includes ordering, receiving, cataloging, physical processing (preparation necessary to make the books shelf-ready) and inventorying. (Attachment)

Ms. Musser explained the low versus high processing costs. She stated that the low cost averaged $.36 on the dollar for fiction titles purchased in multiple copies requiring no in-house processing. She noted that the high end average cost is $3.86 on the dollar for a single purchase of Chinese material that is directly ordered, requires in-house processing, English transliteration, and producing a card-catalog entry in Chinese.

Ms. Musser responded to previous inquiries regarding contracting-out, pointing out that almost all the physical processing, author, title, subject access and cataloging for Chinese language are not contracted out and that vendor provided services cost more than having the work done in-house.

President Herlihy summarized the amended sections of Resolution #1682 as eliminate the **Planning, Communications and Hearing** paragraph and that the **Books to Branches** section have additional language that the "Library will contract out where it is the most cost effective alternative." (Attachment)

It was moved by Commissioner Zivic to approved Resolution #1682 as amended.

ACTION: Unanimously approved

Commissioner Crommie requested that meeting materials be faxed to the Commissioners in advance of the meetings whenever possible.

Commissioner Jebe moved to adjourn the meeting.

ACTION: Unanimously approved

The June 21, 1994, special meeting of the San Francisco Public Library Commission was adjourned at 6:50 PM.

Donna Y. Marion

Donna Y. Marion
Assistant to the Library Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission.
6/24/94:dm

LIBRARY PRESERVATION FUND

IMPLEMENTATION

SCOPE OF WORK

JUNE 21, 1994

PROPOSITION E IMPLEMENTATION

HUMAN RESOURCES: SCOPE OF WORK

The personnel office is requesting the appropriation of $88,000.00 to begin the necessary human resource activities associated with the increased staffing needs of the Library Preservation Fund implementation. This amount will fund the addition of two human resource professionals, plus the administrative costs of classification and examination activities.

The Departmental Personnel Officer is currently the only human resource professional on staff at the Library. In discussion with the staff of the City's Department of Human Resources, it was determined that to accomplish the necessary tasks by the December 1, 1994 deadline, and have staff trained to begin work on January 2, 1994 the addition of one part-time and one full-time human resource professionals would be a minimal requirement. Although DHR is in agreement with the configuration they are unable to provide the necessary support due to budget cuts and lay-offs scheduled for July 1, 1994. It is agreed that the Library should retain staff scheduled for lay-off from DHR who are trained in classification, exams and employee development, and that DHR will provide oversight and assistance. The Library would, therefore, be responsible for conducting the classification survey, compiling the classification packages, assuring the specifications are current, meeting and discuss sessions with the union, developing and conducting exams, expediting the requisition and certification processes, designing and delivering training and providing the necessary configuration of employees to complete the activities, detailed in the attached chart, which are necessary to begin enhanced operation in January 1995. Without the allocation of the necessary resources we will be forced to rely on the diminished staff of DHR to provide these services. The current length of time for approval of one classification request averages eight weeks, and exam development time is between three to 5 months.

The cost of the two positions for the start-up period is $65,000.00, with $23,000.00 allocated for materials, supplies, mailings and exam space. The total Human Resources implementation cost is $88,000.00.

MAXIMUM NOT TO EXCEED $88,000

PROPOSITION E
START–UP TIMELINE
HUMAN RESOURCES

	06/20– 06/24	06/27– 07/01	07/05– 07/08	07/11– 07/15	07/18– 07/22	07/25– 07/29	08/01– 08/05	08/08– 08/12	08/15– 08/15	08/22– 08/26	08/29– 09/02	09/06– 09/09	09/12– 09/16	09/19– 09/23	09/26– 09/30	10/03– 10/07	10/10– 10/14	10/17– 10/21	10/19– 10/23	10/24– 10/28	10/31 11/04	11/07– 11/11	11/14– 11/18	11/21– 11/25	11/28– 12/02	12/05– 12/09	12/12– 12/16	12/19– 12/23	12/26– 12/30	01/03
DHR SUPPORT																														
*Review/refine classification & exam plan	|---	---|																												
*Identify available resources	x																													
*Create interdepartmental MOU for support services	x	x																												
CLASSIFICATION UPDATES:																														
Audit classes 3610, 3616, 3618, 3630 3632 and 3634 – implement continuous testing	|---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--->														
*Survey local jurisdictions Comparable US libraries California library schools Current SFPL/CCSF usage by phone and mail			x	x	x	x	x	x																						
*Identify special skills required					x	x	x	x																						
*Compile and analyze info, compare to existing spec.						x	x	x	x	x	x																			
*Prepare classification package for submittal to DHR: includes narrative & explanation of recommended changes, data analysis proposed new spec.							x	x	x	x	x	x																		
*Meet & inform Union of proposed changes and potential impact					x	x	x	x																						
*Update specs reviewed and approved by DHR								x	x	x	x	x	x																	
EXAMS																														
Conduct permanent exams for classes 3610, 3616, 3618, 3630, 3632 & 3634							|---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---|								
*In consultation with the DHR, develop exams from updated specifications: determine types of exams meet with Union develop & validate exams							x	x	x	x																				
*Announce & collect applications							x	x	x	x	x	x	x																	
*Receive, review & qualify applicants													x	x																
*Notify of acceptance or rejection, consider appeals															x	x														
*Conduct exams, notify applicants, consider appeals																	x	x	x											
*Create and adopt lists																				x	x									
*Begin certification process																						x								
REQUISITION PROCESSING:									|---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	--->	
Identify levels and numbers of position needed for Jan. 1 start up.																														
*Fund classify and process requisitions									x	x	x	x																		
*Identify internal movement & prepare successive vacancies													x	x	x	x	x	x	x	x	x	x	x							
HIRING:																				|---	---	---	---	---	---	---	---	---	---	---
*Receive certification responses																				x	x	x	x	x	x	x	x	x	x	
*Schedule interviews																							x	x	x	x	x	x	x	
*Complete appointment processing																									x	x	x	x	x	x
TRAINING:																									|---	---	---	---	---	--->
Schedule orientations and job specific training for Jan. 1 start up.																									x	x	x	x	x	x

PROPOSITION E IMPLEMENTATION

FINANCE: SCOPE OF WORK

Budget

*Supplemental preparation and verfication

*Analysis on general fund budget, children's fund budget, library preservation fund budget using the following methods:

- complete zero based budget analysis
  - cost per program
  - staffing per program
  - performance measures
  - link to line item and program based budget

- complete program based budget format
  - cost per program
  - staffing per program
  - performance measures
  - link to line item and zero based budget

- complete line item budget
  - cost per program
  - broken down by budget division
  - link to zero based budget and program based budget

*Planning budget for the next 10 years

*Tracking of budget for the New Main Library and its various program funding sources

*Complete tracking and reporting to the Controller's office on the three funds

Accounting

*Complete tracking, reporting and managing of all three funds
*Quarterly reports regarding status of accounts in all three funds
*Processing of accounting forms and reports for 13.7 million additional dollars

MAXIMUM NOT TO EXCEED $60,000

PROPOSITION E IMPLEMENTATION

HEARING PREPARATION AND COMMUNICATIONS: SCOPE OF WORK

- Working with survey contractor, disseminate and publicize results of user survey
- Based on survey results, prepare first draft of long-range plan
- Publicize and create awareness to encourage inclusive participation in community hearings, seeking information from special and diverse communities of library users and non-users, including production of public information materials such as flyers and brochures, assistance with media relations, press releases, and public service announcements
- Plan, coordinate, and facilitate 27 community hearings, identifying process for involvement and participation by individual Commissioners
- Provide audiovisual and custodial support for community hearings
- Facilitate 4-5 focus groups to reach concensus on new and/or special needs in order to reach new constituencies, as determined in community hearings
- Prepare detailed report on results of community meetings and focus groups for discussion, comments, and further refinement at special Commission meeting
- Publish revised and updated long-range plan
- Plan, Prepare, Post and disseminate Commission agenda
- Coordinate, and facilitate and assure adherence to parliamentary procedures and remain in compliance with the Sunshine Ordinance, the Brown Act and the Ameriacan Disability Act at 27 community hearings
- Prepare, post and disseminate published commission meeting minutes

MAXIMUM NOT TO EXCEED $205,000

PROPOSITION E IMPLEMENTATION

ENHANCED BOOK COLLECTIONS: SCOPE OF WORK

Goal: To add approximately 30,000 to 40,000 new books to the Library's collections in the first quarter of 1994-95.

The library staff will centrally select approximately 30,000 to 40,000 popular adult and children's books to be added to the Main and Branch collections.

Orders for these books will be placed with the vendors with which the library already has agreements specifying discounts on the cost of the books and covering the costs of the physical processing of materials (the preparations necessary to make the books shelf-ready).

The materials will be received centrally. Claims will be completed (for damaged books, for shipment of the wrong number of titles, etc.); invoices will be verified and authorized for payment.

Titles new to SFPL will be cataloged, establishing entries for authors, titles, and subject headings. These records will be entered in the library's online database so that the books will be accessible through the the Online Public Access Catalog at the Main and all branches.

The books will be inventoried creating a record in the online database for every book that gives the location that owns the book, the shelf location, the age level for which it is intended, the format code (video, hardcover, paperback, etc.), as the basis for establishing fines, and the statistical category.

Whenever possible, the books will be purchased from the vendor with the basic physical processing completed. This includes covering the dust jacket with mylar, attaching a date due slip and a bar code label, and stamping "San Francisco Public Library" on the top of the text block and the verso of the title page.

Any additional processing will be completed in-house: addition of call number labels on the spine, stamping each book with the owning location (Marina Branch, Main Library, etc.)

The books will be distributed to the branches and main departments.

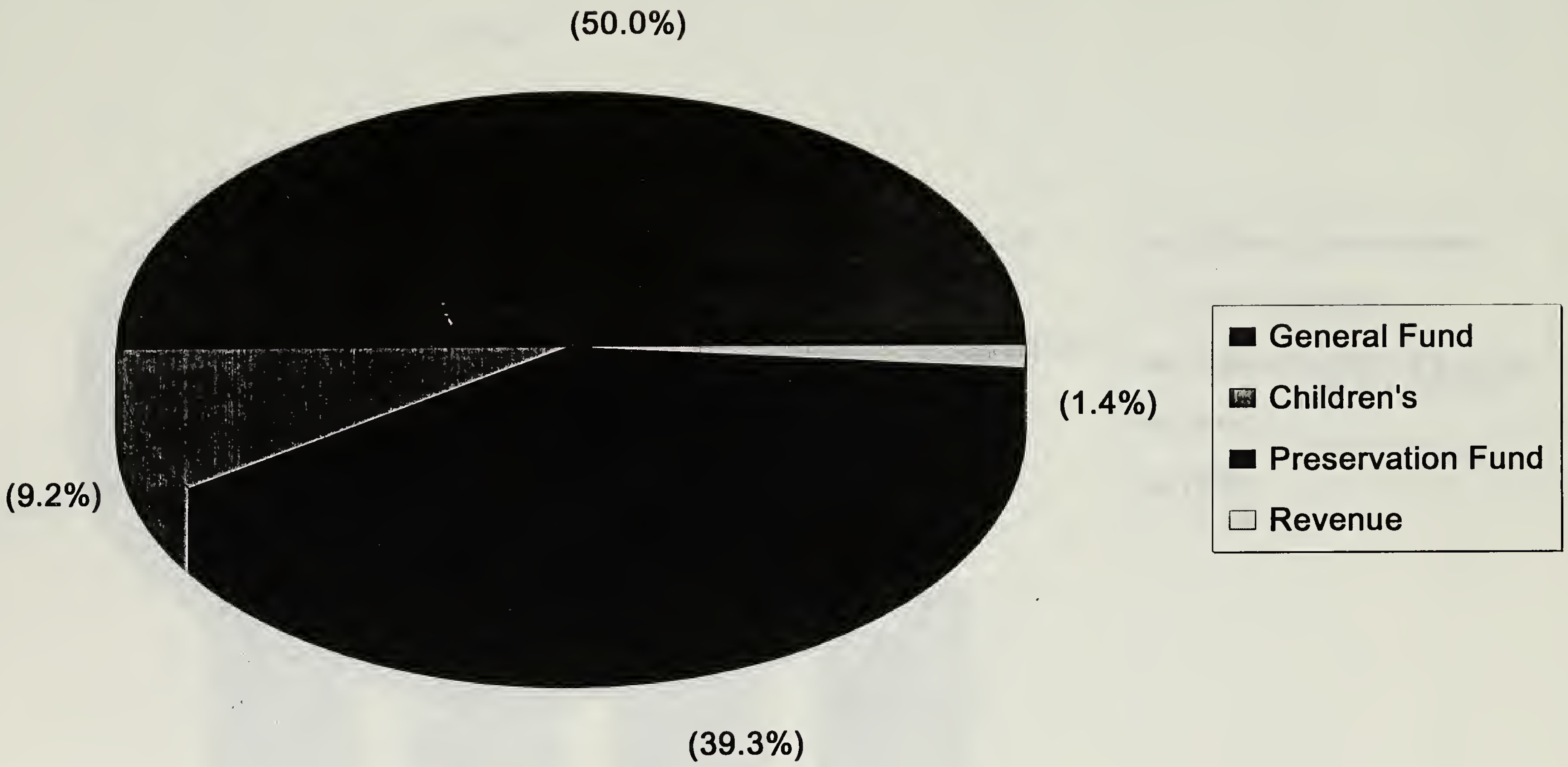
MAXIMUM NOT TO EXCEED $1,036,103

LIBRARY PRESERVATION FUND

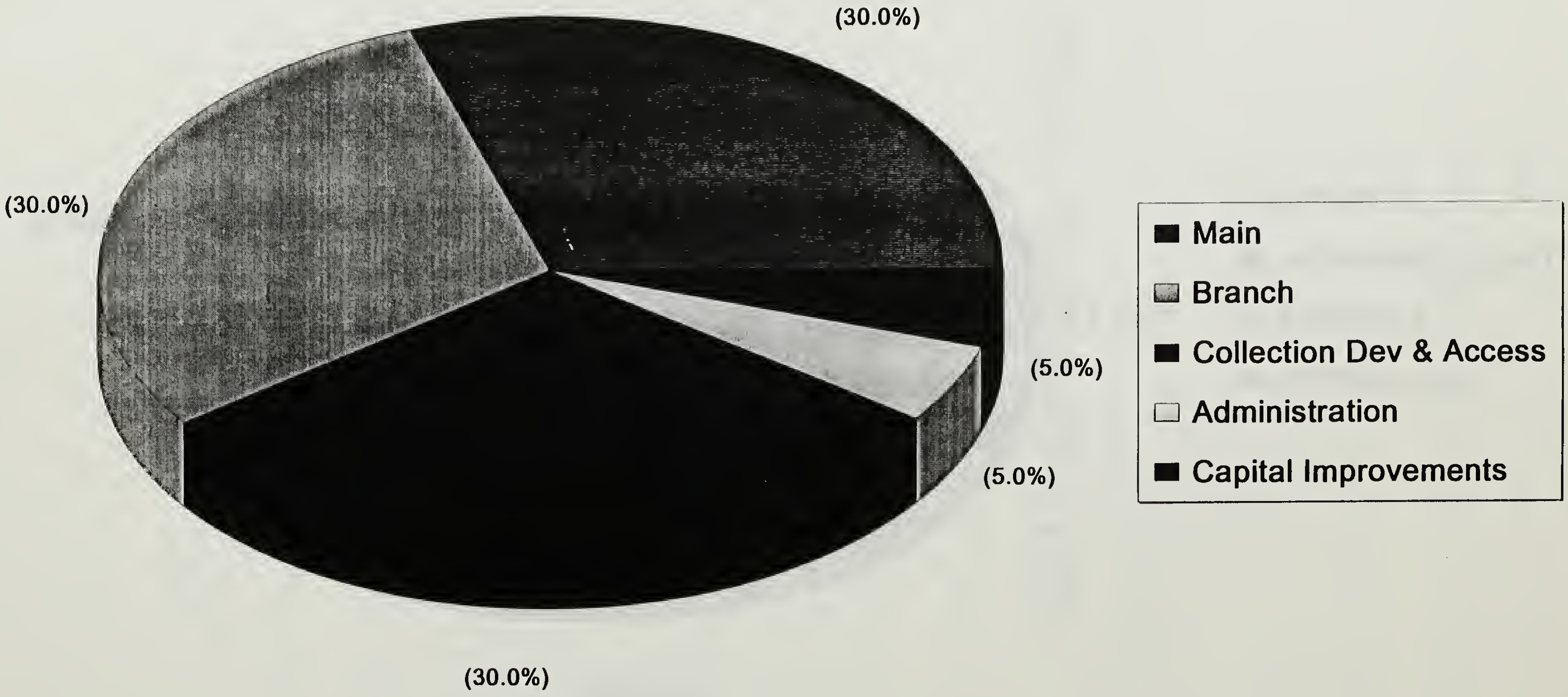
IMPLEMENTATION
FINANCIAL PLAN

JUNE 21, 1994

Estimated Library Income

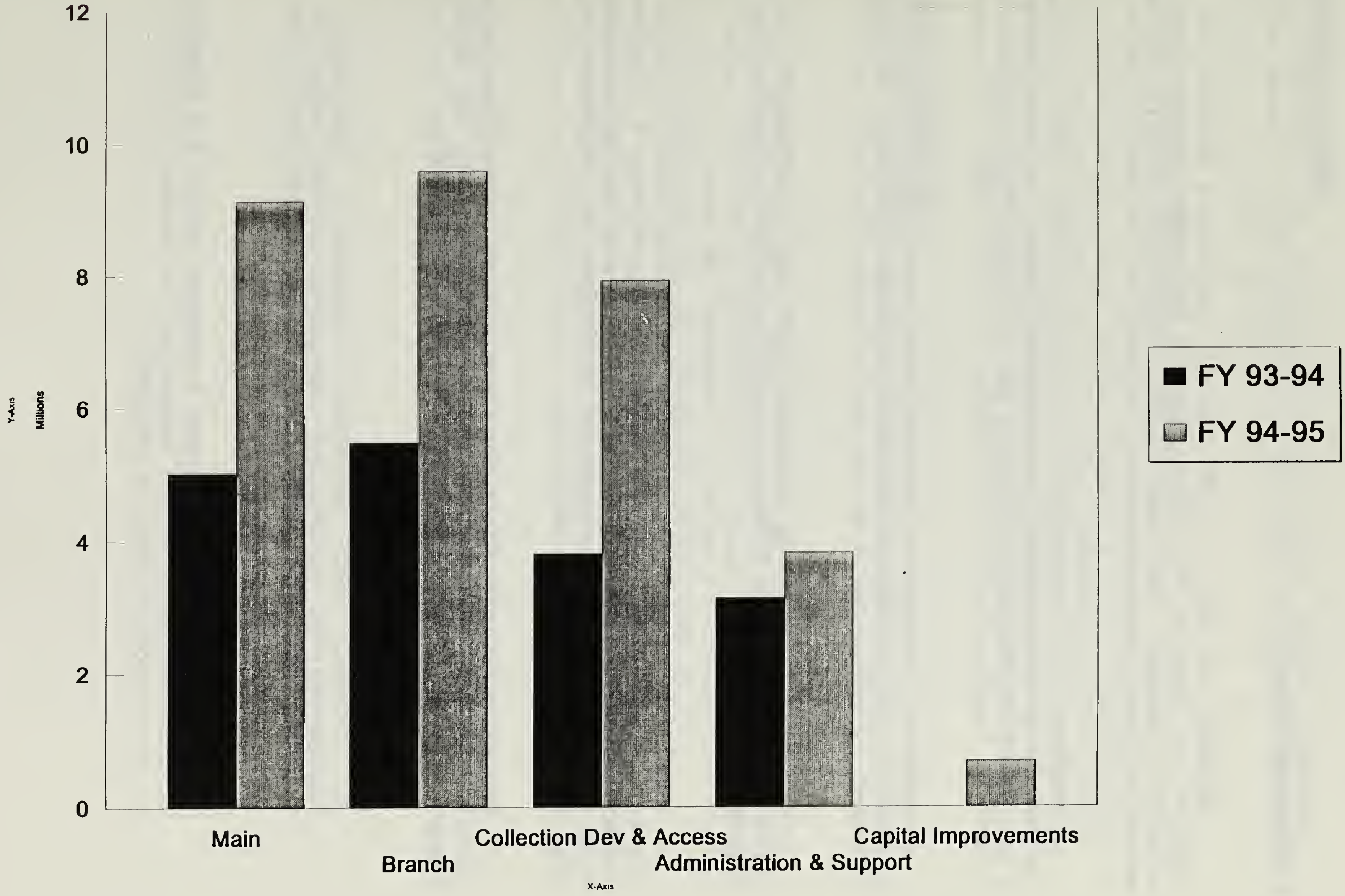


94-95 Preservation Fund



Library Preservation Fund

Enhancements



RESOLUTION #1682

WHEREAS, On June 7, 1994 70% of the voters amended the City Charter to require the City of San Francisco to maintain the Library's general fund allocation at the FY 1992/93 level and establish the Library preservation fund for the next 15 years; and

WHEREAS, The responsibility of the Library Commission is to implement the provision in the amendment which includes conducting a survey of community preference for library hours and to conduct 27 public hearings prior to November 1, 1994; and

WHEREAS, The Library Commission is required to adopt the plan of service and budget to implement provisions of the amendment by November 1, 1994; and

WHEREAS, The Library Administration has the responsibility to carry out the policy directions of the Library Commission; now, therefore, be it

RESOLVED, That the City Librarian is authorized to prepare and present to the Mayor and the Board of Supervisors a supplemental budget appropriation request for implementation of planning the community survey, public hearings and budget for implementation of the Charter Amendment; and be it

FURTHER RESOLVED, That the supplemental request shall include the required documentation by the Mayor and the Board of Supervisors to accomplish the following objectives:

Human Resource Assessment
To proceed with personnel planning, assessment, and implementation activities contained in the scope of work statement attached with a budget not to exceed $88,000

Program Budget
City Librarian is to prepare a program budget for presentation to the Commission with a budget not to exceed a $100,000 based on the scope of work as attached

Community Survey
City Librarian is authorized to contract for a community survey based on the proposals of the bids received June 20, 1994, not to exceed $29,000

Planning, Communications and Hearings
The City Librarian is authorized to implement the program for the reassessment of the Library's mission and strategic goals, to provide communication to the community and the publication of the revised document prior to the conducting of the public hearings, and is to prepare and implement a program for carrying out the public hearings with wide spread publicity and communication based on the attached scope of work not to exceed $205,000

Books to Branches
The City Librarian is authorized to implement the program **Books To Branches** based on the attached scope of work statement with the budget to not exceed $1 million; and be it

FURTHER RESOLVED, The City Librarian is directed to call for proposals from vendors or contractors to carry out the work of the program budget, the revision of the long range plan, the hearing program, and the **Books To Branches** in order to insure the most efficient and effective use of available funds; and be it

FURTHER RESOLVED, That the City Librarian will direct library departments and offices to present budget proposals for the use of city employees to accomplish the same tasks; and be it

FURTHER RESOLVED, That the City Librarian is authorized to proceed with the program in the resolution and to contract or use library staff based on the most cost effective method proceeding.

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SUPPLEMENTAL RESOLUTION

Name	Scope of Work	RFP	In House Budget	Attachment	Notes
1. Personnel	Classification, Exams, Recruiting Training	NO		Scope of Work	
2. Program Budget	Program Level Description: Budget, Accounting & Measurement	YES		Scope of Work RFP*	
3. Community Survey	-Poll of 1200 -Clip Board Analysis	YES		Scope of Work Recommendation	
4. Revision of Long Range Plan & Hearing Prep. & Communication Program	-Redraft-LRP -Document Input -Final Publication -Publ. for Hearing -Press Releases to neighborhood, papers, PSA -Set up -Facilitation -Documentation	YES		Scope of Work RFP*	
5. Books for Branches	-Select, Order, Process and Inventory $1M of books	YES - partial		Scope of work RFP*	

* To be Completed

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MEMORANDUM

TO: Members, Public Library Commission
FROM: Kenneth E. Dowlin, City Librarian
DATE: June 21, 1994
SUBJ: Library Service Survey

At the direction of the Commission at its special meeting of June 14, 1994, the Public Library issued on June 16, 1994, a request for proposal (RFP) for a library service survey.

Library staff obtained lists of possible service providers from the San Francisco Human Rights Commission that were certified MBE/WBE vendors. Of the eight vendors contacted by phone, three requested a faxed copy of the RFP. Of those three, two submitted bids by noon, June 20, 1994.

The library is in receipt of bids from MacKenzie Communications, Inc., and Polaris Research and Development. The bid for the 1,200 random-sampling phone survey and 100-person per branch clipboard survey from MacKenzie Communications is for a total of $29,000. The bid for the 1,200 random-sampling phone survey and 100-person per branch clipboard survey from Polaris Research and Development is for a total of $35,000.

I recommend that the Commission accept the proposal from MacKenzie Communications for the library service survey, based both upon MacKenzie's low bid and successful record for previous library projects, and that the Commission direct staff to proceed with negotiations for the contract with MacKenzie Communications.

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6/29/94

City and County of San Francisco
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Walter G. Jebe, Sr.
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Norman V. Wechsler
Jan Zivic
Commissioners

Kenneth E. Dowlin
City Librarian

DOCUMENTS DEPT.
JUN 24 1994
SAN FRANCISCO
PUBLIC LIBRARY

Notice of Special Meeting

The San Francisco Public Library Commission will hold a special Commission meeting as follows:

DATE: Wednesday, June 29, 1994

TIME: 5:00 PM

PLACE: Lurie Room, Main Library

AGENDA:

1. Continued discussion and possible action on policy direction for implementation of Proposition E: Kenneth Dowlin, City Librarian

6/22/94:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

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Kenneth E. Dowlin
City Librarian

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of June 29, 1994

The San Francisco Public Library Commission held a special meeting on Wednesday, June 29, 1994, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order at 5:03 PM by Commission President James Herlihy. The call to order was followed by the pledge of allegiance.

II. Roll Call

The following Commissioners were noted present: Thomas Gee; James Herlihy; Walter Jebe, Sr.; Norman Wechsler; and Jan Zivic. Commissioners Karen Crommie and Fran Streets were excused.

III. Discussion and Action on Policy Direction for Implementation of Proposition E

A. Kenneth Dowlin, city librarian, presented Resolution #1682-A to the Commission and suggested amending the measure to include a section regarding accessibility.

Mr. Dowlin reported that the city controller had requested that the library forward its budget appropriation requests in the form of two supplemental requests. The city librarian informed the Commission that the first supplemental budget appropriation request would be authorized by Resolution #1682-A and would begin the library's implementation of Proposition E. He anticipated that the subsequent request for the full appropriation would be submitted for Commission approval in November.

The city librarian reviewed the items in Resolution #1682-A. He noted the addition of "Program Budget" and recalled Commissioner Crommie's assistance in developing the scope of work described in "Planning, Communications and Hearings."

In response to questions from Commissioner Wechsler, Mr. Dowlin indicated that the library would issue requests for proposals (RFP) for budget and communications services similar to the previously issued RFP for the library users survey. He described the process involved in businesses being certified by the San Francisco Human Rights Commission.

The city librarian pointed out that the library was working with the Human Resources Department to prepare for adding staff required to comply with Proposition E. Commissioner Zivic commented that the results of the library users survey might indicate the need for the library to provide significantly more open hours than the minimum specified in the charter amendment.

Landis Whistler, Library TNT chair, spoke in support of Resolution #1682-A..

Marti Kashuba, Bernal Heights resident, inquired about the cost of the communications proposal in the resolution. Commissioners Wechsler and Zivic pointed out that the cost of the communications component had been reduced significantly from the initial proposal.

Jean Amos, a member of the public, reiterated her concerns from the previous week's Commission meeting regarding the division of Proposition E funds between the main library and branches. The city librarian, Commissioner Wechsler, and President Herlihy offered assurance that the Commission had not yet taken any action regarding division of resources from the charter amendment. President Herlihy anticipated that the survey and public meetings at each branch would afford the public an opportunity to guide the Commission in determining systemwide programming and funding priorities.

Commissioner Jebe described the interrelatedness of the main and branches.

Ed Regan, a Sunset resident, suggested that all branch libraries be open the same number of hours. President Herlihy foresaw branch open hours being based upon the survey, public hearings, and historical and projected traffic patterns.

Commissioner Jebe moved to approve Resolution #1682-A. (Attachment)

ACTION: Unanimously approved

B. The city librarian welcomed Julia Moll, deputy city attorney, who has worked with Richard Walsh, manager of library facilities, and Paul Imperiale, mayor's coordinator of disability issues, to prepare a plan for the Public Library to come into compliance with the requirements of the federal Americans with Disabilities Act (ADA) of 1990. Mr. Dowlin reported that the mayor has directed city departments to comply with ADA requirements by January 1, 1995. He noted that the first phase of the library's ADA plan included items such as signage directing people to services, and the second phase included more costly capital-improvement items. The city librarian recommended including funding not to exceed $50,000 for phase I of the plan into the supplemental budget request authorized by Resolution #1682-A. He expressed concern that the necessary work to achieve compliance could not be accomplished in time to meet the January first deadline if the library waited until the second supplemental request anticipated for November.

Ms. Moll explained that ADA is extensive in scope and requires all public entities to make their programs accessible to the public regardless of disability. She pointed out that the library enjoys some advantage in ADA compliance since a variety of programs for people with disabilities are in place, such as Library for the Blind, and that some of the branch libraries are already fully accessible.

In response to a question from Commissioner Zivic, Ms. Moll reported that city departments had been notified several months ago that general fund money would not be available to fully fund departments in achieving ADA compliance, and that this was a source of considerable concern citywide.

In response to questions from Commissioner Jebe, Mr. Walsh stated that items in phase I of the library's plan included signage, Braille directions, door hardware, accessible parking, and restroom modification. Mr. Walsh acknowledged the generous assistance the library had received from Ms. Moll and Mr. Imperiale who visited each branch library with him to assess need and formulate the compliance plan. He affirmed that charter-amendment money would be used to fund phase I.

In response to concerns expressed by Commissioner Zivic, Mr. Walsh indicated that ESP II funds would have been used to pay for some of the necessary ADA changes if Proposition E had not passed. He and Ms. Moll informed the Commission that the law required that all programs, not all facilities, be accessible. Ms. Moll added that a policy decision would be needed eventually from the Commission determining the extent to which the library would make structural upgrades and which branch facilities would be rendered completely accessible.

Commissioner Wechsler spoke in support of ADA compliance but questioned whether it was a Proposition E issue. Ms. Moll responded that although the charter amendment set priorities in spending and required the library to maintain specific levels of service it did not preclude the Commission from using the funds for other purposes, including branch accessibility.

Commissioner Zivic suggested additional consideration of the library's ADA plan. President Herlihy agreed and referred the issue to the Building and Facilities Committee for recommendation.

C. In response to questions from Commissioner Wechsler, President Herlihy asserted that the division of resources between the main library and branches would be an ongoing discussion.

The city librarian agreed to Commissioner Zivic's request to provide a schedule showing a broad overview of when Proposition E items needed to be completed.

Ms. Kashuba spoke in support of funding branch libraries.

In response to Ms. Kashuba's concerns, Commissioner Jebe recalled his previous activities in support of branch libraries.

Mr. Regan requested that the library ensure that bicycle racks are installed at each branch. Mr. Dowlin responded that Parking and Traffic Department has committed to installing bike racks.

Mr. Whistler stated that Proposition E proponents sought resources for both the main library and branches, and that open hours and library materials were the public's primary objective. President Herlihy pointed out that the Commission has promised to implement the charter amendment as rapidly and judiciously as possible, and has already held four special meetings within the past month to plan and initiate action.

Commissioner Zivic requested that the Commission consider at the next meeting whether to hold either regular Commission meetings or special Proposition E planning meetings at branch libraries.

Commissioner Wechsler and President Herlihy summarized the schedule for developing the library users survey.

Mr. Dowlin stated the library's intent to purchase the McNaughton collection which it currently leases.

Mr. Walsh informed the Commission that the library books housed at the Presidio since the Loma Prieta earthquake were being moved into Brooks Hall.

At the request of President Herlihy, the city librarian agreed to propose a tentative schedule for Commission meetings in July, August, and September.

IV. Public Comment

President Herlihy's invitation for the public to address issues before the Public Library Commission yielded no response.

V. Adjournment

Commissioner Jebe moved to adjourn.

ACTION: Unanimously approved

The special meeting of June 29, 1994, of the San Francisco Public Library Commission adjourned at 6:20 PM.

Donna Marion

RESOLUTION #1682-A

WHEREAS, On June 7, 1994 70% of the voters amended the City Charter to require the City of San Francisco to maintain the Library's general fund allocation at the FY 1992/93 level and establish the Library preservation fund for the next 15 years; and

WHEREAS, The responsibility of the Library Commission is to implement the provision in the amendment which includes conducting a survey of community preference for library hours and to conduct 27 public hearings prior to November 1, 1994; and

WHEREAS, The Library Commission is required to adopt the plan of service and budget to implement provisions of the amendment by November 1, 1994; and

WHEREAS, The Library Administration has the responsibility to carry out the policy directions of the Library Commission; now, therefore, be it

RESOLVED, That the City Librarian is authorized to prepare and present to the Mayor and the Board of Supervisors a supplemental budget appropriation request for implementation of planning the community survey, public hearings and budget for implementation of the Charter Amendment; and be it

FURTHER RESOLVED, That the supplemental request shall include the required documentation by the Mayor and the Board of Supervisors to accomplish the following objectives:

Human Resource Assessment
To proceed with personnel planning, assessment, and implementation activities contained in the scope of work statement attached with a budget not to exceed $88,000

Program Budget
City Librarian is to prepare a program budget for presentation to the Commission with a budget not to exceed a $100,000 based on the scope of work as attached

Community Survey

City Librarian is authorized to contract for a community survey based on the proposals of the bids received June 20, 1994, not to exceed $29,000

Planning, Communications and Hearings

The City Librarian is authorized to implement the program for the reassessment of the Library's mission and strategic goals, to provide communication to the community and the publication of the revised document prior to the conducting of the public hearings, and is to prepare and implement a program for carrying out the public hearings with wide spread publicity and communication based on the attached scope of work not to exceed $70,000

Books to Branches

The City Librarian is authorized to implement the program **Books To Branches** based on the attached scope of work statement with the budget to not exceed $1 million; and be it

FURTHER RESOLVED, The City Librarian is directed to call for proposals from vendors or contractors to carry out the work of the program budget, and implement the hearing program; and be it

FURTHER RESOLVED, That the City Librarian will direct library departments and offices to present budget proposals for the use of city employees to accomplish the same tasks; and be it

FURTHER RESOLVED, That the City Librarian is authorized to proceed with the program in the resolution and to contract or use library staff based on the most cost effective method proceeding.

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SAN FRANCISCO PUBLIC LIBRARY

Request for Proposal for Library Finance & Accounting Implementation

Background

On June 7, 1994, the voters of San Francisco approved Proposition E, a Charter Amendment establishing a Library Preservation Fund. This fund will receive $0.025 of ever $100 in assessed valuation each year from FY 1994-95 through FY 2009-10. Based on FY 1993-94 property tax receipts the City Controller estimates that the fund will receive $13.7 million in FY 1994-95. Preliminary discussions with the Controller's office indicate that these funds will be treated like those of the Children's Fund by separately budgeting and billing items to a particular funding source.

Timetable

Issuance of the Request for Proposal:	June 29, 1994
Final Bid Due:	Noon, Tuesday, July 5, 1994

Questions regarding this RFP may be submitted in writing to the City Librarian's office or faxed to (415) 557-4252.

Proposals should be submitted to the following office:

City Librarian
San Francisco Public Library
45 Hyde Street, Room 206
San Francisco, California 94102

Scope of Project

The Library seeks a multi-component implementation system:

- Financial planning
- Accounting system & procedures
- Interface between Library Preservation Fund and existing funds
- Construction and implementation of automated financial system
- Documentation of methodology & process of system
- Maintenance of financial system

- Budget analysis and preparation

Timeline

Preliminary implementation must be in place by early fall in order to submit a supplemental appropriation by November 1, 1994.

Contractor Responsibilities

Under direction from the Library:

- The contractor will prepare and verify all supplemental appropriations
- The contractor will analyze and prepare the Library Preservation Fund budget using the following methods:

  *complete zero base budget
  *complete line item budget
  *complete mission based budget
  *detail the cost per program
  *detail the staffing level per program
  *detail program performance measures
  *implement a system that interfaces all line items and program costs of the various funds

- The contractor will complete and prepare a planning budget for the next 10 years
- The contractor will track and record all expenditures and allocations of Library Preservation Fund monies
- The contractor will track, monitor, and provide quarterly reports on line item accounts for the Library Preservation Fund
- The contractor will maintain and process all City required accounting forms relative to the Library Preservation Fund
- The contractor must have another contract with the City and County of San Francisco in effect at the time the final bids are due

June 27, 1994

MEMO TO: Ken Dowlin, City Librarian

FROM: Marcia Schneider, mgs Community Relations

SUBJECT: Revised Scope of Work
Hearing Preparation and Communications

- Publicize and create awareness of community hearings.
- Prepare and disseminate draft of revised long range plan.
- Provide back up support to Commissioners in preparation of community hearings. Prepare agenda, disseminate survey results, record public comment. Prepare summary page of results of each of 27 meetings.
- Provide audiovisual, security, and custodial support for meetings.
- Publish revised and updated long-range plan.

BUDGET: Not to exceed $65,350.95

SAN FRANCISCO PUBLIC LIBRARY · Civic Center · San Francisco · California · 94102

Accessibility

The City Librarian is authorized to proceed with Phase I of the ADA Transition Plan to bring library facilities into compliance with the Americans with Disabilities Act of 1990; projects include high-priority, low-cost methods for meeting the goals of the plan such as signage, accessible parking, furniture modifications, door hardware and restroom modifications; costs not to exceed $50,000

City and County of San Francisco

Public Library Commission

6

5/94

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
KAREN CROMMIE
Vice President

THOMAS H. GEE, J.D.
WALTER G. JEBE, SR.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

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NOTICE OF COMMISSION MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Tuesday, July 5, 1994**

TIME: **5:30 P.M.**

PLACE: **Lurie Room, Main Library**

AGENDA:

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. **Approval of regular Commission meeting minutes of June 8, 1994**

   Approval of special Commission meeting minutes of June 21, 1994

   * Public Comment

5. **Approval of Consent Calendar**

There will be no separate discussion of Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item

A. **Resolution #1683:** Approval of temporary exempt and non-civil service appointments and separations

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

* Public comment

6. **PRESIDENT'S REPORT**
Commissioner James P. Herlihy

A. Report from Controller and City Attorney on the implementation of Proposition E

* Public comment

B. Discussion of Board of Supervisors proposal to reduce Library budget by $4 million dollars

* Public comment

C. Update on Proposition E implementation

* Public comment

D. Miscellaneous reports

* Public comment

7. **CITY LIBRARIAN'S REPORT**
Kenneth E. Dowlin, City Librarian

A. Announcement of appointment of City Librarian to Governor's Telecommunication Public Policy Committee

* Public comment

B. Discussion and possible action in support of legislation

- Resolution #1685 - Senate Bill 174 introduced by Senator Milton Marks
- Resolution #1686 - Bill 950 introduced by Assemblywoman Gwen Moore
- Resolution #1687 - Assembly Bill 2451 introduced by Assemblyman Bate
- Resolution #1688 - Senate Bill 1414 introduced by Senator

Quentin Kopp

- Resolution #1689 - Senate Bill 1960 introduced by Senator Rosenthal

* Public comment

8. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

A. **Resolution #1684:** Approval authorizing the San Francisco Public Library to expend Fuhrman Funds:

> Resolved, That the San Francisco Public Library authorizes the expenditure of $311,000 for fiscal year 1994/95 from revenues accrued in the Fuhrman Fund, funds to be expended for the purchase of materials in the fields of economics and political science.

* Public comment

B. Report on book losses

* Public comment

C. Discussion and possible action regarding Cost Containment Budget Options, FY 1994/95

* Public comment

9. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

A. Report and possible action on budget projections for public service hours

* Public comment

B. Discussion and possible action on fines and fees

* Public comment

C. Approval of criteria for changing the name of a branch library

* Public comment

10. **BUILDING AND FACILITIES COMMITTEE REPORT**
Commissioner Jan Zivic, Chair

A. Building and Facilities Committee meeting was canceled for the month of June

* Public comment

11. **LIBRARIANS' GUILD**

* Public comment

12. **NEW BUSINESS**

* Public comment

14. **PUBLIC COMMENT**

15. **MEETING REVIEW**

* Public comment

16. **ADJOURNMENT**

Resolution #1683

Resolution #1679

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JUNE, 1994. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JUNE, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of June, 1994 be approved:

3602 Library Page

Alburo, Richard
Polak, John
Walent, Lamar
Yarmark, Michael

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Brazelton, Justus
Chan, Patrick
Bassett, Marcia
Chieng, Nancy
Silot, Wallace

Proposed Criteria for Changing the Name of a Branch Library

The primary function of a library's name is to locate and identify it with the overall district it serves. If a change is proposed, it should comply with the following criteria:

- There should be clear evidence of a broad base of agreement on the need for a name change by the community served.
- The new name should reflect the spirit of the SFPL's mission of free and equal access to information for all.
- The new name may honor an individual or group that has made a significant contribution to the branch library, the SFPL system, the city of San Francisco or the nation.
- In all cases, the geographic identifier should precede any honorific name.
- The new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the library as an institution.
- If all other criteria are met, the cost of the name-change, both in time and cash outlay, should be born, if possible, in part or in whole, by the parties desiring the change.

Rev. 6-14-94

Resolution #1685

WHEREAS, It is in the interest of the San Francisco Public library to consider expanding other branch libraries to better meet the needs of their communities; and

WHEREAS, Senator Milton Marks is sponsoring a bill before the legislature that would provide a $150 million Bond Measure for grants to cities, counties, and special districts for acquisition, rehabilitation, etc. of library facilities that would be submitted to voters on the November 1994 ballot; and

WHEREAS, It would be very appropriate for San Francisco to apply and receive funds from such a bond fund should it pass and to use them in a way to honor Senator Milton Marks; now, therefore be it

RESOLVED, That the Commission of the San Francisco Public Library endorse Senate Bill 174 and convey such support to the state officials; and be it further

RESOLVED, That the Legislative Committee of the City of San Francisco be requested to support Senate Bill 174.

Resolution #1686

WHEREAS, Assemblywoman Moore has introduced and supports Assembly Bill 950, a bill to create the Classroom and Library Communications Infrastructure Account for public libraries and school districts; and

WHEREAS, Such a program could provide funds for the San Francisco Public Library to provide access to the National Information Infrastructure to the citizens of San Francisco; and

WHEREAS, Such a program would serve to link citizens in San Francisco to others throughout the world; now, therefore be it

RESOLVED, That the Commission of the San Francisco Public Library endorses Assembly Bill 950 and convey such support to the state officials; and be it further

RESOLVED, That the Legislative Committee of the City of San Francisco be requested to support Assembly Bill 950.

Resolution #1687

WHEREAS, Assemblyman Bates has introduced Assembly Bill 2451 in the State Legislature that would require the Office of Information Technology in the Department of Finance to develop a plan by January, 1996 for free statewide computer-assisted public access to government that has been computerized and is subject to public disclosure; and

WHEREAS, The Mission of the San Francisco Public Library includes providing electronic access to information by and about the government of the State of California; and

WHEREAS, Assembly Bill 2451 would allow SFPL to participate in the statewide network; now, therefore be it

RESOLVED, That the Commission of the San Francisco Public Library endorse Assembly Bill 2451 and convey such support to the state officials; and be it further

RESOLVED, That the Legislative Committee of the City of San Francisco be requested to support Assembly Bill 2451.

Resolution #1688

WHEREAS, State Senator Kopp has introduced Senate Bill 1414 in the California Senate that would exempt school and local governments from the sales tax on purchases over $1,000; and

WHEREAS, Such a bill would save the San Francisco Public Library hundreds of thousands of dollars over the next several years; now, therefore be

RESOLVED, That the Commission of the San Francisco Public Library endorse Senate bill 1414 and convey such support to the state officials; and be it further

RESOLVED, That the Legislative Committee of the City of San Francisco be requested to support Senate Bill 1414.

Resolution #1689

WHEREAS, State Senator Rosenthal has introduced Senate Bill 1960 which would require the Public Utilities Commission to establish the California Schools and Libraries Information Technologies Grant Fund to implement and operate the Golden State Educational Network. This Network would consist of schools, colleges and libraries. Two members of the Network Authority shall represent libraries - 15 members total will be appointed by the Governor; and

WHEREAS, It is in the interests of the citizens of San Francisco that the San Francisco Public Library provide leadership in the development of the Golden State Educational Network; and

WHEREAS, Such a network would provide access to library and other resources throughout the state of California for the citizens of San Francisco; now, therefore be it

RESOLVED, That the Commission of the San Francisco Public Library endorse Senate Bill 1960 and convey such support to the state officials; and be it further

RESOLVED, That the Legislative Committee of the City of San Francisco be requested to support Senate Bill 1960.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
KAREN CROMMIE
Vice President

THOMAS H. GEE, J.D.
WALTER G. JEBE, SR.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular Commission meeting of July 5, 1994

The San Francisco Public Library Commission held its regular monthly meeting on Tuesday, July 5, 1994, in the Lurie Room, Main Library.

I. Call to Order

The meeting was called to order by Commission President James Herlihy at 5:30 PM. The call to order was followed by the pledge of allegiance.

II. Roll Call

The following Commissioners were noted present: Karen Crommie; Thomas Gee; James Herlihy; Walter Jebe, Sr.; Norman Wechsler; and Jan Zivic. Commissioner Fran Streets was excused.

III. Approval of Minutes

Commissioner Jebe moved to accept the minutes of the regular Commission meeting of June 8, 1994, and the special Commission meeting of June 21, 1994, as circulated.

ACTION: Unanimously approved

IV. Consent Calendar

Commissioner Crommie moved approval of Resolution #1683: Approval of temporary, exempt, and non-civil service appointments and separations. (Attachment)

ACTION: Unanimously approved

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

V. President's Report

Commissioner James Herlihy, President

A. President Herlihy recalled the public's approval of Proposition E and the Commission's subsequent efforts to implement the charter amendment. In response to a question from Landis Whistler, a member of the public, Kenneth Dowlin, city librarian, indicated that the supplemental budget request was being prepared for submission to the mayor. Commissioners Wechsler and Jebe assured Mr. Whistler that the supplemental request not yet having been submitted would not delay the library services survey.

Marti Kashuba, Bernal resident, questioned contracting out budget-preparation services and inquired whether the work could be accomplished by library staff. The city librarian responded that both alternatives were being examined; he noted that contracting for budget preparation would require controller's certification and Board of Supervisors approval.

B. President Herlihy briefly reported on the $4-million reduction in the amount of funds the library was anticipating this fiscal year from the passage of Proposition E.

The Commission president introduced Edward Harrington, San Francisco controller, who discussed the funding formula specified in the charter amendment. Mr. Harrington reported that Proposition E requires the controller to make two calculations. He described the first calculation for the library augmentation fund which is based on $0.025 per $100 assessed valuation on property in San Francisco. The controller stated that he had projected this amount in the voters handbook at $13.7-million, and that his current projection was $13.9-million.

Mr. Harrington characterized the second calculation required by the charter amendment--the baseline calculation--as the funding level in 1992/93 adjusted by the changes in aggregate city appropriations, a Proposition E defined term. He added that this calculation placed the library's baseline budget at $17.2-million, and the mayor had submitted a budget figure of $21.2-million.

The controller indicated that baseline calculation was impossible at the time the voters handbook was being prepared because the FY 1994/95 mayor's budget had not yet been formulated, and that the current budget had been inserted into the handbook. He related his meetings with the city attorney's staff to substantiate the calculation when he realized the substantial difference with the original expectation.

Mr. Harrington explained that the charter amendment's designation of 1992/93 to define the baseline coincided with a substantial decrease in the city general fund. He pointed out that the loss of general fund money at that time was offset by grants from the state, but Proposition E specifically excluded grant money from the baseline calculation.

The controller noted that the current projection for the total library budget was $31.1-million, a 47% increase over the previous year.

President Herlihy expressed concern that the information that had been published in the voters pamphlet was erroneous. Mr. Harrington questioned whether the figures were sufficiently different to have altered the opinion of voters.

Commissioner Zivic asked whether the Children's Fund would be reduced.

In response to questions from Commissioner Jebe, the controller did not envision additional reductions to the library budget.

In response to questions from Commissioner Crommie, the controller described how changes in aggregate city appropriations would affect the library budget.

Commissioner Zivic complained that 70% of voters had approved a ballot measure which promised a library budget of $34-million and that a substantial portion of that funding was now removed.

President Herlihy welcomed Buck Delventhal, deputy city attorney. Mr. Delventhal reported that the city attorney's office had examined the controller's determinations in calculating the library's budget under the charter amendment and had concurred that the assumptions and methods employed were correct.

In response to questions from President Herlihy and Commissioner Zivic, Mr. Delventhal noted that the charter amendment specifies minimal support for the library that the city must meet, but does not prohibit the mayor and Board of Supervisors from providing support above the mandated minimum.

In response to a question from President Herlihy, the controller suggested the Commission utilize the $31.1-million projection to plan its budget.

In response to a question from Commissioner Jebe, Mr. Harrington reiterated that the difference between the original projection of Proposition E funds and the current projection was not materially misleading.

President Herlihy welcomed Diane Filippi, chair of the Proposition E committee. Ms. Filippi reported that the public which supported the charter amendment anticipated increases in hours, book acquisitions, and professional staffing in the main and branches. She expressed dismay at the reduction in the $34-million budget and requested meetings with both Mr. Harrington and Mr. Delventhal.

Sherry Thomas, executive director of the Library Foundation of San Francisco, stated that she was speaking for herself, not the foundation. She expressed concern regarding the possible impact that the $4-million reduction in the projected baseline budget might have on donations.

Mr. Whistler recalled Mr. Harrington's statements at the budget committee of the Board of Supervisors and Supervisor Hsieh's criticism of Proposition E for not providing a revenue source.

Jane Winslow, executive director of Friends of the Public Library, described the community support and expenditure of resources that had led to the success of Proposition E.

Carol Steiman, member of the board of directors of Friends of the Public Library, pointed out that the controller's statement in the ballot book noted possible increases in the library budget but made no mention of possible reductions.

Lurilla Harris, Bernal Heights resident, stated that the public had voted in support of the charter amendment in order to increase open hours and book availability.

Michael Caine, member of the public, questioned whether special interests were involved in the difficulty with the library appropriation.

In response to a question from Commissioner Crommie, Ms. Filippi reported that independent legal advice was being sought.

Mr. Harrington acknowledged not making the connection between FY 1992/93 and the exclusion of grants when reviewing the charter amendment for the voter handbook. He maintained the opinion that the difference in funding that resulted would not be material to most voters.

Mr. Delventhal informed the Commission that the language in the charter amendment was unequivocal and did not appear open to alternate interpretation in event of judicial review.

President Herlihy expressed thanks to the controller and deputy city attorney for their attendance, and reiterated the Commission's intent to implement Proposition E swiftly and judiciously.

VI. City Librarian's Report
Kenneth E. Dowlin, City Librarian

A. President Herlihy congratulated the city librarian on his appointment to the governor's Telecommunications Public Policy Committee.

B. Mr. Dowlin reported that the Board of Supervisors and mayor have directed city departments to transmit all efforts to lobby the state legislature through the city's legislative committee.

The city librarian recommended approval of Resolution #1685, in support of S.B. 174, and suggested seeking state funds to expand Richmond Branch Library.

In response to a question from President Herlihy, Mr. Dowlin stated that the legislation would not specify which facilities would be funded. President Herlihy cautioned against identifying a particular branch for improvement and recalled that constructing a branch library for Oceanview/Merced/Ingleside was a possibility. The city librarian agreed and noted that Commission action would be required before any facility could be upgraded or constructed. Mr. Whistler suggested consideration of a south of Market branch facility as well.

Commissioner Jebe moved to approve Resolution #1685. (Attachment)

ACTION: Unanimously approved

Mr. Dowlin recommended approval of Resolutions #1686 and #1689 in support of Assembly and Senate versions of legislation urging telecommunications access for schools and public libraries.

Commissioner Jebe moved approval of Resolutions #1686 and #1689. (Attachment)

ACTION: Unanimously approved

The city librarian recommended approval of Resolution #1687 in support of A.B. 2451 which would provide access to the state's electronic information similar to that provided for printed information.

In response to a question from Commissioner Jebe, Mr. Dowlin stated that most of the state's electronic information is eventually printed, but the time difference is substantial.

Commissioner Crommie moved approval of Resolution #1687. (Attachment)

ACTION: Unanimously approved

The city librarian recommended approval of Resolution #1688 in support of S.B. 1414 which would exempt libraries and city agencies from sales tax on purchases in excess of $1,000. Mr. Dowlin pointed out that the library intended to purchase $5-million in furnishings for the new main, and substantial savings would result if Senator Kopp's measure is enacted. In response to a request from President Herlihy, Mr. Dowlin agreed to contact the executive director of the Library Foundation of San Francisco to seek foundation support for S.B. 1414.

Commissioner Jebe moved approval of Resolution #1688. (Attachment)

Marti Kashuba, Bernal patron, inquired whether the measure had been previously submitted and whether the state would approve the legislation. The city librarian responded that the bill would be referred to the Revenue and Taxation Committee where the fiscal impact to the state will be determined.

ACTION: Unanimously approved

C. The city librarian introduced Ed McBride, coordinator of automation, who reported that beginning in July the Public Library Commission's agendas and minutes will appear in the Library News section of the library's online catalog.

VII. Finance Committee Report
Commissioner Norman Wechsler, Chair

A. Commissioner Wechsler reviewed Resolution #1684: Authorizing the San Francisco Public Library to expend Fuhrman funds.

In response to a question from the commissioner, Mr. Dowlin briefly explained the process the library uses for the selection and purchase of books with Fuhrman fund money.

Commissioner Jebe moved to approve Resolution #1684. (Attachment)

In response to a question from Ms. Kashuba, the city librarian stated that branch libraries receive a list of approved material that they can order with their share of Fuhrman money, and that they may also recommend material for inclusion on the approved list.

ACTION: Unanimously approved

B. At the request of the city librarian, the report on lost books was postponed and will be considered at a future meeting of the Finance Committee.

C. Mr. Dowlin recalled Commissioner Crommie's suggestion at a previous meeting to revisit the library's cost containment budget options for FY 1994/95 in light of the passage of Proposition E. At the suggestion of Commissioner Wechsler, the cost containment budget options previously approved by the Commission for FY 1994/95 were referred to the Finance Committee for review and recommendation.

Rachel Maclachlan, director of security, urged the Commission to rescind its approval for contracting out security and janitorial services at the library.

David Gabler, business agent for Local 790-SEIU, pointed out that the issue of contracting out services was divisive and injured the library's relations with its staff.

In response to Mr. Gabler's request for prompt disposition of the contracting-out proposal, Commissioner Wechsler promised the Finance Committee would review the issue at its next meeting.

VIII. Planning Committee Report

Commissioner Karen Crommie, Chair

A. Commissioner Crommie recalled that the library's mission statement envisions the main library and each branch being open 60 hours per week. She indicated that the Proposition E mandate of 1,028 open hours per week systemwide, if divided equally among branches, would provide each branch only 39 open hours. The commissioner noted that she was not recommending that open hours be divided equally at every branch but encouraging the Commission to consider providing open hours above the minimum set by the charter. Commissioner Crommie acknowledged staff concerns regarding the high cost of opening library facilities 60 hours per week, but indicated that the potential benefits to neighborhoods required the Commission to consider all options.

The city librarian reported difficulties projecting costs for 60 hour per site service because of uncertain staffing levels. At the request of President Herlihy, Mr. Dowlin agreed to report further at the next meeting of the Planning Committee.

Mr. Whistler spoke in support of Commissioner Crommie's emphasis of widely enhanced service hours at the main and branch libraries.

B. Commissioner Crommie reported that the Planning Committee and library staff continue their evaluation of fines and fees. She questioned whether the library would desire increasing fines or retaining late fees, but indicated an intent to actively pursue legislation authorizing the library to use payments for lost library materials to purchase replacement or equivalent materials.

C. Commissioner Crommie summarized the development of the proposed criteria for changing the name of a branch library. Commissioner Zivic questioned how the Commission would determine a broad base of agreement in a community for a name change, and suggested that the library define all aspects of changes of name that cost money. She cited computer reprogramming and catalog alterations as examples of expenses.

In response to a question from Commissioner Wechsler, Commissioner Crommie suggested defining a branch's community as the service area of that branch.

Commissioner Jebe described past difficulties of obtaining the opinions of people who do not attend Commission meetings. Commissioner Zivic inquired whether a survey of branch users would be possible when considering branch names. Neel Parikh, chief of branches, responded that staff could informally survey users at a branch library by polling people as they checked out books.

Marsha Popper, Presidio resident, suggested that groups interested in changing the name of a branch be responsible for demonstrating a broad base of agreement in the community. Commissioners Crommie, Wechsler, and Jebe incorporated Ms. Popper's suggestion into language for the first criterion to require "demonstration of evidence to the Commission that there is a broad base of agreement on the need for a name change by the communities served by that branch."

Commissioner Zivic suggested defining the length of time the process for change of name would take. Commissioner Crommie agreed and offered to return the criteria to the Planning Committee for additional consideration.

IX. Building and Facilities Committee Report

Commissioner Jan Zivic, Chair

Commissioner Zivic reported that the June meeting of the Building and Facilities Committee had been canceled.

X. Librarians' Guild

No report

XI. New Business

A. Commissioner Zivic recalled public comment at a previous meeting that branch libraries had suffered such severe budget cuts that they no longer had subscriptions to the afternoon newspaper. She announced that she had contacted the *San Francisco Examiner* which had agreed to donate a subscription to each branch.

B. Commissioner Crommie announced that at the next Commission meeting she would be submitting an amendment changing a time frame previously approved in Resolution #1682-A. She stated that the proposed amendment to Resolution #1682-A would schedule the revision of the library's mission statement and strategic plan after the public survey and hearings rather than before, so that the mission and plan can reflect information collected from the public.

C. Commissioner Wechsler requested additional information regarding the implementation of Proposition E and the budget. The city librarian gave a presentation outlining the public survey, hearings, second supplemental budget request, and enhanced service hours. Mr. Dowlin explained that the library-service survey would be completed and reported to the Commission by the end of August, and the series of public hearings would be scheduled for September.

Commissioner Zivic inquired when the Commission would review the survey questions. President Herlihy briefly discussed the issue of balancing survey confidentiality and public input. Mr. Dowlin anticipated that the draft survey items would be available within 10 days.

Commissioner Zivic departed at 7:52 PM.

Returning to previous discussion regarding the budget, the city librarian questioned providing budget projections for services prior to defining the levels of services and staffing at branches. President Herlihy and Commissioner Wechsler responded that the Commission sought a variety of scenarios with cost projections attached in order to determine the quality and quantity of services that could be provided within the library budget.

In order to explore budget options, the Commission agreed to President Herlihy's suggestion for a special meeting for the next week, and Mr. Dowlin promised to provide budget projections for various levels of service and hours.

XII. Public Comment

Ms. Kashuba encouraged the Commission to maintain simplicity in planning.

Mr. Whistler spoke in favor of the Public Library maintaining the confidentiality of the library users survey.

Ellen Egbert, Bernal resident, opposed micromanagement of the survey.

XIII. Meeting Review

Commissioner Crommie expressed appreciation for the attendance of Mr. Harrington and Mr. Delventhal at the beginning of the meeting.

Commissioner Wechsler requested that documents for Commission consideration be provided to members as early as possible.

XIV. Adjournment

President Herlihy invited a motion to adjourn the meeting in memory of the late Edward Graham, the community relations librarian's father. Commissioner Jebe made the motion.

ACTION: Unanimously approved

The July 5, 1994, regular meeting of the San Francisco Public Library Commission adjourned at 8:16 PM in memory of Edward Graham.

Donna Marion

Resolution #1683

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JUNE, 1994. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JUNE, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of June, 1994 be approved:

3602 Library Page

Alburo, Richard
Polak, John
Walent, Lamar
Yarmark, Michael

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

Brazelton, Justus
Chan, Patrick
Bassett, Marcia
Chieng, Nancy
Silot, Wallace

Proposed Criteria for Changing the Name of a Branch Library

The primary function of a library's name is to locate and identify it with the overall district it serves. If a change is proposed, it should comply with the following criteria:

- There should be clear evidence of a broad base of agreement on the need for a name change by the community served.
- The new name should reflect the spirit of the SFPL's mission of free and equal access to information for all.
- The new name may honor an individual or group that has made a significant contribution to the branch library, the SFPL system, the city of San Francisco or the nation.
- In all cases, the geographic identifier should precede any honorific name.
- The new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the library as an institution.
- If all other criteria are met, the cost of the name-change, both in time and cash outlay, should be born, if possible, in part or in whole, by the parties desiring the change.

Rev. 6-14-94

Resolution #1685

WHEREAS, It is in the interest of the San Francisco Public library to consider expanding other branch libraries to better meet the needs of their communities; and

WHEREAS, Senator Milton Marks is sponsoring a bill before the legislature that would provide a $150 million Bond Measure for grants to cities, counties, and special districts for acquisition, rehabilitation, etc. of library facilities that would be submitted to voters on the November 1994 ballot; and

WHEREAS, It would be very appropriate for San Francisco to apply and receive funds from such a bond fund should it pass and to use them in a way to honor Senator Milton Marks; now, therefore be it

RESOLVED, That the Commission of the San Francisco Public Library endorse Senate Bill 174 and convey such support to the state officials; and be it further

RESOLVED, That the Legislative Committee of the City of San Francisco be requested to support Senate Bill 174.

Resolution #1686

WHEREAS, Assemblywoman Moore has introduced and supports Assembly Bill 950, a bill to create the Classroom and Library Communications Infrastructure Account for public libraries and school districts; and

WHEREAS, Such a program could provide funds for the San Francisco Public Library to provide access to the National Information Infrastructure to the citizens of San Francisco; and

WHEREAS, Such a program would serve to link citizens in San Francisco to others throughout the world; now, therefore be it

RESOLVED, That the Commission of the San Francisco Public Library endorses Assembly Bill 950 and convey such support to the state officials; and be it further

RESOLVED, That the Legislative Committee of the City of San Francisco be requested to support Assembly Bill 950.

Resolution #1687

WHEREAS, Assemblyman Bates has introduced Assembly Bill 2451 in the State Legislature that would require the Office of Information Technology in the Department of Finance to develop a plan by January, 1996 for free statewide computer-assisted public access to government that has been computerized and is subject to public disclosure; and

WHEREAS, The Mission of the San Francisco Public Library includes providing electronic access to information by and about the government of the State of California; and

WHEREAS, Assembly Bill 2451 would allow SFPL to participate in the statewide network; now, therefore be it

RESOLVED, That the Commission of the San Francisco Public Library endorse Assembly Bill 2451 and convey such support to the state officials; and be it further

RESOLVED, That the Legislative Committee of the City of San Francisco be requested to support Assembly Bill 2451.

Resolution #1689

WHEREAS, State Senator Rosenthal has introduced Senate Bill 1960 which would require the Public Utilities Commission to establish the California Schools and Libraries Information Technologies Grant Fund to implement and operate the Golden State Educational Network. This Network would consist of schools, colleges and libraries. Two members of the Network Authority shall represent libraries - 15 members total will be appointed by the Governor; and

WHEREAS, It is in the interests of the citizens of San Francisco that the San Francisco Public Library provide leadership in the development of the Golden State Educational Network; and

WHEREAS, Such a network would provide access to library and other resources throughout the state of California for the citizens of San Francisco; now, therefore be it

RESOLVED, That the Commission of the San Francisco Public Library endorse Senate Bill 1960 and convey such support to the state officials; and be it further

RESOLVED, That the Legislative Committee of the City of San Francisco be requested to support Senate Bill 1960.

Resolution #1688

WHEREAS, State Senator Kopp has introduced Senate Bill 1414 in the California Senate that would exempt school and local governments from the sales tax on purchases over $1,000; and

WHEREAS, Such a bill would save the San Francisco Public Library hundreds of thousands of dollars over the next several years; now, therefore be

RESOLVED, That the Commission of the San Francisco Public Library endorse Senate bill 1414 and convey such support to the state officials; and be it further

RESOLVED, That the Legislative Committee of the City of San Francisco be requested to support Senate Bill 1414.

ty and County of San Francisco Office of Controller

MEMORANDUM

June 29, 1994

TO: Mayor Frank Jordan
Members, Board of Supervisors Budget Committee

FROM: Ed Harrington, Controller Ed Harrington

SUBJECT: Library and Children's Funds - Mandated Amounts

Under Proposition E from 1994 and Proposition J from 1992, the City is required to provide certain levels of support for Library and Children's services. In both cases, there is a baseline amount established which can increase or decrease over time in line with the larger City budget (which is defined in the propositions); there is also an augmentation fund which is designed to add funds and can be adjusted by the change in the City's total property tax collections. Each proposition calls for the Controller to calculate the mandated amounts.

Library Fund

The required baseline for the Library Fund is $17.2 million. The 1994-95 budget presented by the Mayor is $21.2 million which is **$4.0 million over the required amount.** The augmentation fund is estimated at $13.9 million. This number is subject to change when the Assessor files the final assessment roll in the next few days.

Children's Fund

The required baseline is $36.3 million. The 1994-95 budget presented by the Mayor is $46.7 million which is **$10.4 million over the required amount**. The augmentation fund is estimated at $13.9 million. This number is subject to change when the Assessor files the final assessment roll in the next few days.

Attached are our worksheets where these amounts are calculated. What they show is that the City's General Fund revenues have decreased substantially over the past several years--primarily due to the State Property Tax shift where City property tax revenues were shifted to the School Districts.

If I can be of further assistance, please feel free to contact me.

cc: Louise Renne, City Attorney
Ken Dowlin, Public Library
Tony Lincoln, Children's Fund

Room 109, City Hall San Francisco 94102

CHILDREN'S BASELINE

Per Charter Section 6.415 (Proposition J)

(Note: Page numbers in parenthesis are Annual appropriation Ordinances for each year)

Baseline Computation:	Amount	Annual Change	Percent Change
Fiscal 1991-92 Appropriations per schedule	43,459,536		
Adjustments per section 6 g			
Base year 91-92 Aggregate City Appns	998,198,719		
Fiscal year 92-93 Aggregate City Appns	1,018,399,189		
Change from 1991-92		20,200,470	2.02
Fiscal year 93-94 Aggregate City Appns	892,584,125		
Change from 1992-93		(125,815,064)	(12.35)
Fiscal year 94-95 Mayor's Budget	833,382,791		
Change from 1993-94		(59,201,334)	(6.63)

Required appropriations for baseline Children's services	Required	Appropriated	Excess or (Deficiency)
Fiscal 1991-92	43,459,536	43,459,536	
Fiscal 1992-93	44,337,419	46,111,149	(1,773,730)
Fiscal 1993-94	38,861,747	46,843,621	7,981,874
Fiscal 1994-95 (Mayor's Budget)	36,285,214	46,693,731	10,408,517

* *

SUPPORTING DETAIL:

ANNUAL APPROPRIATION ORDINANCE	1991-92	1992-93	1993-94	1994-95
REVENUE APPROPRIATIONS				
REGULAR REVENUES (Pg 18, 14, 13, 15)	1,043,583,213	1,091,054,652	955,987,979	975,841,904
Less: State & federal revenues (pgs 36-7, 36-7, 33, 40)	(134,342,203)	(164,171,324)	(163,757,440)	(188,218,040)
REVENUE TRANSFERS IN (Pg 41, 41, 36, 44)	261,299,232	335,098,483	424,873,968	387,455,991
Less: Fed & State funds transferred from:				
Social Services (Fed & State funds)	(183,251,694)	(197,800,943)	(215,410,486)	(221,815,495)
Family Support Bureau	(5,465,110)	(6,745,727)		
DPH Central Office (SB 855)		(46,235,992)	(46,510,622)	(56,927,698)
DPH Administration (Prop 99)	(826,211)	(13,516,720)	(12,418,221)	(14,084,438)
DPH Administrative Services (Prop 99)			(502,668)	(689,228)
DPH - Health Care Centers (Prop 99)			(734,215)	(507,629)
DPH Public Health Services (Prop 99)			(752,657)	(750,510)
CMHS - DMSF (Realignment)			(45,685,773)	(38,809,097)
Realignment - MCJC		(871,517)	(923,507)	(923.507)
Public Safety Augmentation Fund			(44,000,000)	(42,840,000)
Less: Rec Park Transfer restated	(9,967,239)	(12,437,641)		
Less: Museums transfer restated			(4,722,788)	(4,563,730)
EQUITY TRANSFERS IN	25,000,000	32,000,000	45,450,000	38,212.120
CONTRIBUTION REVENUE	2.168,731	2.025.918	1,690,555	2.002.148
TOTAL AGGREGATE CITY APPROPRIATIONS	998,198,719	1,018,399,189	892,584,125	833,382,791

LIBRARY BASELINE (TENTATIVE)
Per Charter Section 6.416 (Proposition E)
(Note: Page numbers in parenthesis are Annual Appropriation Ordinances for each year)

B seline Computation:	Amount	Annual Change	Percent Change
Fiscal 1992-93 Appropriations (AAO p84)	20,622,506		
Add: Children's Fund Allocation (pg 100)	421,543		
Total Library Baseline Appropriations	21,044,049		
A ustments per section 5 d			
Base year 92-93 Aggregate City Appns	1,018,399,189		
Fiscal year 93-94	892,584,125		
Change from 1992-93		(125,815,064)	(12.35)
Fiscal year 94-95 Mayor's Budget	833,382,791		
Change from 1993-94		(59,201,334)	(6.63)

R quired appropriations for baseline Library services (includes Children's Fund)

	Required	Appropriated	Excess or (Deficiency)
Fiscal 1992-93 (Pg 84, 100)	21,044,049	21,044,049	0
Fiscal 1993-94 (Pg 74, 89)	18,445,109	21,203,166	2,758,057
Fiscal 1994-95 (Mayor's Budget) Pg 87, 107)	17,222,198	21,188,138	3,965,940

* * *

S PPORTING DETAIL:

ANNUAL APPROPRIATION ORDINANCE	1992-93	1993-94	1994-95
R VENUE APPROPRIATIONS			
REGULAR REVENUES (Pg 18, 14, 13, 15)	1,091,054,652	955,987,979	975,841,904
Less: State & federal revenues (pgs 36-7, 33, 40)	(164,171,324)	(163,757,440)	(188,218,040)
REVENUE TRANSFERS IN (Pg 41, 36, 44)	335,098,483	424,873,968	387,455,991
Less: Fed & State funds transferred from:			
Social Services (Fed & State funds)	(197,800,943)	(215,410,486)	(221,815,495)
Family Support Bureau	(6,745,727)		
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CMHS - DMSF (Realignment)		(45,685,773)	(38,809,097)
Realignment - MCJC	(871,517)	(923,507)	(923,507)
Public Safety Augmentation Fund		(44,000,000)	(42,840,000)
Less: Rec Park Transfer restated	(12,437,641)		
Less: Museums transfer restated		(4,722,788)	(4,563,730)
EQUITY TRANSFERS IN	32,000,000	45,450,000	38,212,120
CONTRIBUTION REVENUE	2,025,918	1,690,555	2,002,148
TOTAL AGGREGATE CITY APPROPRIATIONS	1,018,399,189	892,584,125	833,382,791

PROPOSITION J - CHILDREN'S FUND
RECAP - DEPARTMENTAL BASELINE COSTS
Source: BPREP 1410 (8/21/92)
Source: BPREP 2222R (6/2/93)
Source: BPREP 1410 (5/30/94)

No.	DEPARTMENT	INDEX CODE	BASELINE COST PER CHARTER	BASELINE COST 1992-93	BUDGET 1993-94	BUDGET REQUEST 1994-95		COMMENTS
1	BOARD OF SUPERVISORS	300293	111,968	121,701	121,847	118,685		DELINQUENCY PREVENTION
2	ASSESSOR							
3	CITY ATTORNEY							
4	DISTRICT ATTORNEY							
5	PUBLIC DEFENDER							
6	SHERIFF							
7	COUNTY EDUCATION	307256	600,000	600,000	600,000	600,000		SCHOOL MUSIC PROGRAMS
8	TAX COLLECTOR-TREASURER							
9	CONTROLLER							
10	MUNICIPAL COURT							
11	SUPERIOR COURT							
12	JUVENILE PROBATION		424,435	1,161,033	1,591,104	1,616,102		DELETE $5821
13	ADULT PROBATION							
15	COUNTY CLERK							
25	MAYOR	324368	855,870	861,572	860,354	861,295		
26	AGING OFFICE							
27	AIRPORT							
28	ART COMMISSION							
29	CITY PLANNING							
30	CIVIL SERVICE							
31	FIRE DEPARTMENT							
32	HETCH HETCHY							
34	HUMAN RIGHTS							
35	MUNICIPAL RAILWAY							
36	PARKING & TRAFFIC							
37	PERMIT APPEALS							
38	POLICE							
39	PORT							
40	PUBLIC UTILITIES COMMISSION							
41	LIBRARY	615427	3,120,786	3,264,344	3,229,637	3,201,791		
42	RECREATION & PARK	620641	6,708,388	8,514,479				
		620773			8,277,579	8,225,194		
44	EMPLOYEES RETIREMENT							
45	SOCIAL SERVICES	640227	4,503,811	3,188,869	3,978,385	4,383,841		FAMILY SERVICES
		640268		645,312	645,312	187,312	4591290	FOSTER CARE
		640276		803,483	0	0		HOMELESS CHILD CARE
46	WAR MEMORIAL							
47	WATER							
48	COMM STATUS WOMEN	390153	165,997	165,997	165,997	165,997		
49	LIGHT HEAT POWER							
60	ACADEMY SCIENCES							
61	FINE ARTS MUSEUMS							
62	ASIAN ART MUSEUM							
63	LAW LIBRARY							
65	RENT BOARD							
70	CHIEF ADMIN OFFICER							
71	REAL ESTATE							
72	COUNTY AGRICULTURE							
74	CORONER							
75	ELECTRICITY							
76	ANIMAL CONTROL							
78	RECORDER							
79	PUBLIC ADMINISTRATOR							
80	REGISTRAR							
83	PUBLIC HEALTH	735902	6,501,971	6,587,109	10,287,700	6,635,786		CPHS
		735910	205,199	268,074	0			AIDS
85	LAGUNA HONDA							
86	S F GENERAL	463323	11,231,000	7,456,077	6,745,651	6,828,558		
87	MENTAL HEALTH	731943	9,030,111	12,473,099	10,340,055	10,375,803	731943	MHSA
							731927	
						0	W/O	SOURCE? S/B DELETED
90	PUBLIC WORKS					3,493,367	FAM MOS	
91	PURCHASER							
92	CONVENTION FACILITIES							
97	GENERAL CITY UNALLOCATED							
	TOTAL BASELINE COST		43.459.536	46.111.149	46.843.627	46.693.731		

BUDGET ANALYST - A JOINT VENTURE

1390 MARKET STREET, SUITE 1025
SAN FRANCISCO, CALIFORNIA 94102 • TELEPHONE (415) 554-7642

July 1, 1994

Mr. Kenneth Dowlin
City Librarian
San Francisco Public Library
45 Hyde Street, Room 206
San Francisco, California 94102

Dear Mr. Dowlin:

The Budget Analyst - A Joint Venture, is pleased to submit this proposal to provide Finance and Accounting Implementation Services for the San Francisco Public Library. Our proposal is structured to provide the Library with a high level of expert staff in support of the implementation system for the Library Preservation Fund.

As the Budget Analyst for the San Francisco Board of Supervisors, our joint venture is uniquely qualified to perform this engagement. In that capacity, we recently completed a zero base analysis of the City and County of San Francisco's budget, including the San Francisco Public Library. We are extremely familiar with the current budget of the San Francisco Public Library, the City's accounting and budget systems and the rules, regulations and procedures that govern the operation of City departments.

Our proposal is designed to tailor a detailed work plan to meet the specific needs of the San Francisco Public Library and to perform the needed services within the fiscal constraints and limitations set forth by the San Francisco Public Library Commission.

We are grateful for this opportunity to respond to your Request for Proposal and look forward to a productive working relationship with the San Francisco Public Library Commission, management and staff.

Sincerely,

Debra A. Newman

PROPOSAL TO PROVIDE FINANCE AND ACCOUNTING IMPLEMENTATION SERVICES FOR THE SAN FRANCISCO PUBLIC LIBRARY

Introduction

The Budget Analyst, a Joint Venture, offers the San Francisco Public Library a project team and approach that we believe are thoroughly responsive to the needs of the Library. We bring unique qualifications to this project, which are summarized as follows:

- A project team who have recently completed a zero base budget for the Library. This experience provided the project team with extremely detailed knowledge of Library program budgets and how they are recognized in the City's line item, program and zero base budgets. The project team worked closely with Library Division Chiefs to develop, for the first time, individual budgets for each Branch Library, Division of the Main Library, and for all other Divisions of the Library system.

- Extensive experience with the City of San Francisco's accounting and budgeting procedures, as the Budget Analyst for the San Francisco Board of Supervisors.

- An interactive approach through which we will work closely with the Library Commission and Library management to translate policy decisions into working budgets, and assist the Library in developing a financial system that will meet your long term needs.

- The Budget Analyst Joint Venture is comprised of five firms with extensive experience in public sector finance, budgeting, management consulting and performance and operations auditing. The five firms are: Debra A. Newman and Associates; Stanton W. Jones and Associates; Wallace, Mah and Louie, Certified Public Accountants; Rodriguez, Perez, Delgado, Certified Public Accountants and the Harvey M. Rose Accountancy Corporation. Over 40% of the Joint Venture is comprised of women owned or minority owned business enterprises.

Scope of Work

To assist the San Francisco Public Library with the development of a multi-component implementation system, the Budget Analyst Joint Venture will perform the following tasks:

- Develop a detailed work program for timely completion of this engagement. The work program will provide detailed tasks to be completed, project milestones and deliverables, staffing assignments by task, a project schedule and costs.

- We will develop budget formats for the Library's General Fund, Children's Fund and Preservation Fund that integrate zero base, program and line item budgets, so that zero base budgeting can be used to track program efficiency and identify priorities, while linking directly to the line item system used by the City's Controller. If format changes for the Mission Based Budget, approved by the City's voters in June, 1994, are identified, we will assist the Library in integrating this budget format into this process.

- As part of developing a zero base budget for the Library Preservation Fund, we will work with Library staff to develop program performance measures, staffing and costs for programs to be supported by the Fund.

- On the basis of policy direction from the Library Commission and Library management, we will develop a ten-year expenditure plan for the Library Preservation Fund, taking into account the planned opening of the New Main Library during FY 1995-96.

- For each Library program and line item, we will identify services and associated personnel and other costs to be funded by the General Fund, the Children's Fund and the Library Preservation Fund. These services and costs should be shown in zero base, program and line item budget formats.

- We will prepare and verify all required supplemental appropriation requests to the Mayor and Board of Supervisors, as needed, based on Library Commission decisions regarding start-up costs, books and material purchases and increased hours of Library service.

- We will work closely with the New Main Library Planning Committee to define zero base budget programs, budgets and performance measures for divisions of the New Main Library, for incorporation into the long term fiscal planning process.

- We will consult with the City's Controller to define reporting requirements for the Library Preservation Fund. We will analyze the existing accounting system and anticipated database system to develop formats for tracking, reporting and managing each fund. During the contract period, we will track, monitor and provide quarterly reports on all expenditures and allocations by line item accounts, as well as processing all City required accounting forms relative to the Library Preservation Fund. Based on this experience, we will make recommendations to Library management for any needed improvements to the existing accounting system related to meeting reporting requirements and integrating zero base, program and line item budget formats.

Project Management and Staffing

Ms. Debra Newman, President of Debra A. Newman and Associates, would serve as project manager for this engagement. Ms. Newman has extensive experience in

DEBRA A. NEWMAN

Position

President, Debra A. Newman & Associates

Education

M.R.P., City and Regional Planning, University of North Carolina
B.A., Urban Studies, Ohio State University
Archeological Studies, University of Tel Aviv.

Scope of experience

Management and performance auditing; program evaluation analysis; planning, research, and management of public service organization, technical assistance and resource development; legislative, policy and transportation planning and analysis; project management.

Professional history

Debra A. Newman & Associates, July 1988 to present

Harvey M. Rose Accountancy Corporation: Project Manager and Principal Analyst, October 1982 to June 1988.

Crain and Associates, Project Manager, 1982.

SYSTAN, Inc., Senior Associate, 1977-1982.

University of North Carolina, Engineering Department, Assistant Engineer/Cartographer, 1976-1977.

South Florida Regional Planning Council, Assistant Planner, 1976.

Professional experience

Ongoing responsibility as Manager for Special Projects and Legislative Reporting - Budget Analyst to the San Francisco Board of Supervisors. Served as co-Manager for Zero Base Budget Analysis project - City and County of San Francisco, February through May, 1994

Special Projects (Project Manager): Santa Clara County Feasibility Analysis Transportation Programs; San Francisco Costs and Benefits of Battleship Homeporting; San Francisco Stadium Review; Performance Audit of Santa Clara County Community Transit Services: Santa Clara County Senior Transit Program Assessment; and Performance Audit of Ten Transit Operators in the San Francisco Bay Region.

Management Audits (Project Manager): San Francisco War Memorial Veterans Building; San Francisco Private Industry Council; and San Francisco Citizen's Telecommunications Policy Committee.

Management Audits (Principal Analyst): Santa Clara County Municipal Courts; San Bernardino County Children's Services; Santa Clara County Transit District; Los Angeles County Redevelopment Agency; Sonoma County Planning Department; Santa Cruz County Planning Department; Nevada County (California) Truckee-Donner Public Utility District; and San Francisco Recreation Center for the Handicapped.

Other Experience: (Project Manager, Crain and Associates): Assessed Alameda County's coordinated paratransit services and Hermosa Beach, California's permit, parking and transit services, under contract to the U.S. Department of Transportation. (Senior Associate, SYSTAN, Inc.): Responsible for evaluation of innovative transportation programs in selected cities, funded by the Urban Mass Transportation Administration, U.S. Department of Transportation.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
KAREN CROMMIE
Vice President

THOMAS H. GEE, J.D.
WALTER G. JEBE, SR.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

6

7/94

DOCUMENTS DEPT.
JUL 07 1994
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF SPECIAL MEETING

A special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, July 12, 1994**

TIME: **5:00 PM - 6:30 PM**

PLACE: **Lurie Room, Main Library**

AGENDA:

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **Library survey presentation**
   David Binder, Pollster

   * Public comment

5. **Discussion and possible approval of policy guidelines for drafting Proposition E budget**

   * Public comment

6. **Discussion and possible action on formulating Library Commission public hearing calendar**

   * Public comment

7. **Public Comment**

8. **Adjournment**

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

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City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
KAREN CROMMIE
Vice President

THOMAS H. GEE, J.D.
WALTER G. JEBE, SR.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special Commission meeting of July 12, 1994

A special meeting of the San Francisco Public Library Commission was held Tuesday, July 12, 1994, in the Lurie Room, Main Library.

I. Call to order

The meeting was called to order by Commission President James Herlihy at 5:08 PM. The call to order was followed by the pledge of allegiance.

II. Roll call

The following commissioners were noted present: Karen Crommie; Thomas Gee; James Herlihy; Walter Jebe, Sr.; and Norman Wechsler. Commissioner Jan Zivic arrived at 5:12 PM. Commissioner Fran Streets was excused.

III. Discussion of library service survey

Kenneth Dowlin, city librarian, announced that in order to meet public-notice requirements, the meeting agenda had been posted prior to his being able to reach David Binder to request a library-survey presentation to the Commission. Mr. Dowlin reported that Mr. Binder was out of town but would be willing to meet with Commissioners at another time. The city librarian anticipated the telephone survey beginning on Friday, July 15.

In response to a question from President Herlihy, Mr. Dowlin stated that he had not reviewed a draft of the survey. Commissioner Crommie expressed a desire for the Commission to approve the survey but expressed concern regarding confidentiality. She stressed the importance of ensuring the survey was not skewed, and that the results would be valid and useful for planning open hours and library services.

Commissioner Wechsler suggested designating two commissioners to meet with Mr. Binder and the city librarian to approve the survey items. In response to a

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

call from the chair, Commissioners Crommie and Jebe volunteered to meet with the pollster during the week to approve the survey.

IV. Discussion of policy guidelines for drafting Proposition E budget

The city librarian provided a handout dated July 12, 1994, entitled "Feasibility Analysis." (Attachment)

He indicated that the document was based on straight line projected estimates of costs and was not a budget. The analysis, he noted, assumed a book budget of $4.6-million which would place San Francisco's book budget in the top quarter of cities with similar size, demographics, and branch-library structure. He informed the Commission that a variety of costs were currently undetermined, including the final cost of the library's labor contract, the cost of operating the new main library and renovated branches, and any changes resulting from the library's upcoming classification audit.

Seema Grover, budget analyst, reiterated that "Feasibility Analysis" was only a percentage based cost projection. In response to a question from President Herlihy regarding costs of technical services, the city librarian reported difficulties in projecting the cost of processing library materials, since the cost is dependent upon the nature of the materials ordered. He cited the higher costs of processing rare and non-English language books as an example, and pointed out that staff will be unable to determine the proportion of those materials which will be ordered until a collection development plan is completed. Mr. Dowlin provided assurance that the $1-million for the purchase of books included in the previous supplemental budget request would be spent primarily for standard, English-language materials.

In response to a question from Commissioner Crommie, Mr. Dowlin affirmed that the technical-services processing fees described in previous meetings include the amount paid to vendors for contracted-out services such as applications of mylar dustjackets and barcode labels.

In response to a question from President Herlihy, Mr. Dowlin recalled the library mission statement's commitment to acquiring materials for the city's diverse communities. The chair requested that the Commission be provided with information detailing the proportion of the budget allocated to non-English materials and associated processing costs.

The city librarian stated that purchasing decisions for materials both in English and non-English are primarily based upon what the branches and public request. He cautioned against using cost to determine collection policy. President

Herlihy agreed that the issue was sensitive and stated that the Commission would need the language and cost information in order to develop policy to serve the entire community.

Ms. Grover reiterated that the figures before the Commission were only projections, and that the Automation Services budget was included in the amount designated Collections Development and Access.

In response to a question from Commissioner Gee, Mr. Dowlin explained that budget allocations are provided for each branch library, and most decisions for the selection of books are made by the staff at the branches. He suggested non-English collections at the Public Library represent the history and culture of San Francisco's diverse communities and serve as a bridge between the library and the city's multilingual population.

In response to Commissioner Gee's follow-up questions, the city librarian stated that even with the reduced book budget of recent years the library has made between 30,000 and 50,000 purchases of material annually, and that placing the primary responsibility for book selection with the branches has meant that authority for material selection rests with staff closest to the public.

Commissioner Zivic agreed that the Commission needed budget information for English and non-English materials in order to plan service, and she expressed support for providing sufficient administrative support to ensure adequate planning for Proposition E expenditures.

Returning to the discussion of library open hours, Commissioner Crommie suggested considering a variety of staffing levels to extend public service.

Commissioners Jebe and Wechsler recalled that Proposition E permits unspent library funds to be carried over from one fiscal year to the next and suggested the library maintain a reserve for emergencies and unanticipated expenses.

Mr. Dowlin described staff plans to recommend a budget to the Commission in late October following the survey and public hearings. President Herlihy expressed support for the concept of the library reserve and requested that money be set aside expressly for maintenance of physical plant and equipment.

V. Discussion on formulating Library Commission public hearing calendar

Commissioner Zivic suggested assigning a Commissioner and alternate for each public meeting and staggering the meeting schedules.

The city librarian reported that the library services survey should be completed by August 24 and hearings could begin after that date. President Herlihy suggested that the Commission commit to completing the public hearings in the month of September.

In response to Commissioner Gee's question regarding timelines, Mr. Dowlin explained that the supplemental budget request for funds to extend hours in 1995 would take approximately six weeks to pass through the approval process of the mayor's office and Board of Supervisors. He pointed out that the supplemental request would reflect the outcome of the public hearings, and that having some hearings in the first two weeks of October would not interfere with those deadlines. Mr. Dowlin agreed to President Herlihy's request that staff propose a schedule at the August Commission meeting for the series of public hearings.

Commissioners Crommie and Zivic suggested meetings not be scheduled on Fridays, and, at the suggestion of the city librarian, meetings on Wednesday evenings would be scheduled only at branches with public meeting rooms in order to prevent the hearings from intruding into library service hours.

In response to concerns expressed by Commissioners Crommie and Zivic, President Herlihy suggested one-fourth of the hearings be scheduled in the day and three-fourths in the evening. Commissioner Crommie supported having the hearings completed in September in order to provide adequate time to prepare a budget reflecting the priorities expressed by the public.

At Commissioner Crommie's request, Mr. Dowlin and Richard Walsh, library facilities manager, gave a brief update on the situation at Portola Branch Library. Mr. Walsh reported that Portola unexpectedly lost its lease on the site it has occupied since 1941. He informed the Commission that Family Connections has agreed to permit the library to operate Portola Branch's summer reading program for children from its facility, and he reported that library staff has located a potential site in the neighborhood for permanent relocation. Commissioner Zivic noted that the owner of the current site wrote the library on June 27 that the Portola Branch lease was canceled, gave the library one-month notice to move, and has already leased the site to a new tenant.

Returning to the issue of reviewing the survey items, Commissioners Jebe and Crommie agreed to schedule times to meet with David Binder to review the library users survey and report back to the Commission.

VI. Public comment

Rosalyn Coo, steering committee vice-chair of Friends of Chinatown Library, described the group's activities and suggested the public hearing at Chinatown Branch be held at night.

Ellen Egbert, member of the public, encouraged the Commission to communicate with the neighborhoods to determine schedules for the public hearings. She requested that all Commission handouts be dated, and suggested that the date and time of Commission meetings be placed on the voice-mail greeting of the Commission secretary.

Ed Regan, Social Security recipient, requested information regarding the proportion of library materials which are fiction and non-fiction.

Marti Kashuba, Bernal resident, expressed appreciation that public comment is now received after every agenda item. Ms. Kashuba advocated for quality service to all age groups, including adults.

President Herlihy requested a briefing for the Commission on library policies for collection development. He noted the significance of the issue in light of the increased funding proposed for materials acquisition. Commissioner Crommie suggested that a brief presentation describing book purchases be scheduled for the August Commission meeting.

VII. Adjournment

Commissioner Jebe moved to adjourn.

ACTION: Unanimously approved

The July 12, 1994, special meeting of the San Francisco Public Library Commission adjourned at 6:45 PM.

Donna Marion

San Francisco Public Library
12-Jul-94
Feasibility Analysis

Using the current year and locations as the base, the table below details approximate cost estimates of the minimum required hours of Proposition E as compared to providing 60 hours of service per site per week.

	Mayor's 94-95 =801	Prop E =1028	Min 60 hrs per week = 1620
Main	$5,638,842	$7,499,660	$9,134,924
Branches	$7,432,118	$9,884,717	$12,040,031
Support Srvcs	$2,014,657	$2,679,494	$3,263,744
Collection Dev & Access	$4,419,044	$9,193,668	$9,565,103
Administration	$1,136,588	$1,511,662	$1,841,273
Office of Children's Srvcs	$248,722	$330,800	$402,930
Total budget	$20,889,971	$31,100,000	$36,248,005

Assumptions:
*Book budget target would be approximately $4.6 million based on a comparison of comparable cities

Factors not taken into consideration:
*Opening of the New Main Library
*Opening of expanded Chinatown & Mission branches
*Union contract-cost increases
*Results of classification survey
*Other uncontrollable/unanticipated costs

sg/transition team

City and County of San Francisco
Public Library Commission

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NOTICE OF SPECIAL MEETING

A meeting of the Adhoc Committee of the San Francisco Public Library Commission on the Binder user preference survey will be held as follows:

DATE: Tuesday, July 19, 1994

TIME: 3:00 PM

PLACE: Lurie Room, Main Library

AGENDA:

Discussion of the methodology of the Binder User Preference Survey

7/15/94:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

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SAN FRANCISCO PUBLIC LIBRARY
AD HOC COMMITTEE

Minutes for the Meeting of July 19, 1994

I. Meeting called to order at 3:00 PM

II. Present: Commissioners Karen Crommie and Walter Jebe, Sr.

III. **ITEM CONSIDERED BY COMMITTEE**

1. **Discussion of the methodology of the Binder User Preference Survey**

Commissioner Crommie announced that at the July 12, 1994, regular Commission meeting both she and Commissioner Jebe volunteered to meet separately with David Binder, Library Survey Pollster, to provide Commission input for the library survey questions . Commissioner Crommie explained that she and Commissioner Jebe thought that meeting separately with Mr. Binder would comply with the Sunshine Ordinance requirement and not form a quorum of any Commission committee. Commissioner Crommie reported that the Deputy City Attorney has subsequently advised that when the Commission President requested Commission volunteers, an Ad hoc Committee was appointed.

Commissioner Crommie stated that the purpose of this July 19th public meeting was for Commissioner Jebe and herself to report what took place at their individual sessions, with Mr. Binder.

Commissioner Jebe stated that he arrived at the City Librarian's office at 3:00 p.m. and met alone with Mr. Binder for about thirty minutes. He stated that Mr. Binder requested that he review the survey and asked if he had additions or deletions. Commissioner Jebe commented on his objection to a survey question regarding sexual orientation and a question listing library service hours starting at 9:00 AM. He stated that the survey was lengthy and suggested that a question addressing neighborhood archives be added. Commissioner Jebe advised that as he exited the meeting he greeted Commissioner Crommie and Kenneth Dowlin, City Librarian, in the lobby and proceeded into the Commission Secretary's office before exiting the building.

Commissioner Crommie stated that she met with Mr. Binder for ten minutes and reviewed both the telephone and clipboard survey. Commissioner Crommie stated she suggested that Mr. Binder rephrase the question referring to library service hours and she commented that the survey was lengthy.

Julia Moll, Deputy City Attorney, suggested that both Commissioners review the Library survey questions again to refresh their memories. (Attachment)

Mr. Dowlin advised that the first two pages of the survey were a memorandum to library staff and that the Commissioners had not viewed those pages before.

Commissioner Crommie invited public comment.

In response to Susan Herbert, reporter for the San Francisco Independent, Mr. Dowlin stated that results of the library survey would be provided to everyone at the same time.

Commissioner Crommie stated that the results of the library survey will be announced at the public hearings.

Landis Whistler, Library TNT chairman, expressed concern that question #8 required a single response and that the library survey was lengthy.

Julia Moll added that if the public had additional comments that they wished to be considered and relayed to Mr. Binder, this meeting provided that opportunity.

In response to Edward Regan, library patron, Mr. Dowlin stated that it would be difficult to tally open-ended questions.

In response to Ms. Herbert, Commissioner Crommie stated that, although the library survey began Friday night, Mr. Binder would describe in the survey summary any suggestions that might affect the results of the survey.

Commissioner Crommie expressed regret that an error was made in meeting with Mr. Binder, but pointed out that it was not an error on the part of the Library staff.

In response to Mr. Regan, Mr. Dowlin stated that the general questions on the library survey allow the pollster to compare responses with previous polls to ensure survey validity.

Commissioner Crommie's invitation for additional public comment yield no response.

VI. Adjournment

Commissioner Crommie made the motion to adjourn the meeting.

The July 19, 1994, Ad hoc Committee of the San Francisco Public Library Commission was adjourned at 3:46 PM.

7/28/94:dm

RECEIVED
JUL 15 1994
LIBRARIANS OFFICE

Memo To: Ken Dowlin, fax 557-4239
Hope Hayes, fax 557-4205
Neel Parikh, fax 557-4252
Marcia Schneider, fax 557-4252

From: David Binder

Subject: Changes in Library User Surveys

Pages to Follow: 11

We are still scheduled to begin the telephone survey **tomorrow evening.** Following is a summary of some changes that have been made as a result of your input in the last several days.

CHANGES IN THE TELEPHONE SURVEY

Question 9 regarding hours has been changed to reduce the number of items. We have deleted the options of "weekday mornings 7am to 9am" and "Sunday evenings between 5pm and 9pm", and "lunch hours between noon and 1pm". Also, question 10 has been rewritten to compare the desire for evening versus Saturday versus Sunday hours.

Question 17 regarding services has added items h), i), k) l) and m), and reworded g). We have dropped an item referring to "provide business, self-help and other information".

Question 16 regarding materials has added items e) and g), and rewritten f) to read "reference materials, such as encyclopedias and almanacs". Also, question 18 has been changed. Before it asked respondents to choose between types of materials, while now it asks respondents to make a rate the importance of increased hours, materials and services.

Question 20 has been added (it was previously on the branch survey, and was moved to the telephone survey).

There have been other minor wording changes.

Other comments: Members of Hope's staff have suggested eliminating questions 1 and 2, which I agree are of lower priority. I want to keep at least one of them in as a warm-up, so that we don't immediately launch into library questions. I might recommend deleting question 1, as I think some useful information will results from question 2.

Others have suggested that we deleted the section on "services", saying that the section is simple-minded, the list is misleading and makes the library look much less significant than it is. We have, however, beefed up that section in the rewrite that may alleviate that person's concerns somewhat.

Another comment was that the respondent should be told in the introduction that the survey will address library hours and services. I don't want to do this because it gives those that don't care about libraries an opportunity to say so and hang-up. Experience has shown that it is better to keep the introductions vague to make sure that we get cooperation from as broad a range of respondens as possible.

CHANGES TO THE BRANCH CLIPBOARD SURVEY

To make space, we have decided to delete the section that shows the current hours of the branch, and will instead have the volunteer equipped with a piece of paper showing the hours to the respondent.

Question 2 has been changed to ask about specific weekday afternoons, but general "evenings" and "weekday mornings". This was done to shorten the options in a way that still provides meaningful information.

Questions 3, 4 and 5 are new, replacing the old 3 and 4. The old question 6 was deleted (asking if, on today's visit, the respondent found the staff to be helpful and courteous, found what they were looking for, etc.)

We have reduced the options on question 7, and added items a), c) and reworded f)., Question 8 is new.

REACHING HEARING OR SPEECH-IMPAIRED USERS

Olive James and Marti Goddard have written a memo requesting the use of TDD service on th telephone survey and sign language interpreters at the Main library for the clipboard survey. have checked with my telephone interviewing firm (in San Diego) to see if they can provide TD services as well checking to see the extent to which TDDs may be expected to be reached throu a random sample of 1200 San Francisco phone numbers. They have told me that arrangeme can be made with the California Relay Service to act as an intermediary whenever a ran telephone call reaches a TDD device. If the volume of TDD calls is small, this can be done no additional cost. The memo also said that interpreters could be made available at the Mai the clipboard survey at a cost of $60 per hour. If we run four three-hour shifts at the Mai cost would be $720. Please let me know if you would like me to make these arrangemen

Name: ______________________________________

Phone Number: ______________________________________

Hello, this is ____________________ from ________ Research, an independent public opinion research firm. (IF PHONE IS ANSWERED BY A CHILD, ASK TO SPEAK TO AN ADULT IN THE HOUSEHOLD.) We are conducting a study of local issues in the community and would like to ask you some questions that will take about 10 or 15 minutes. (IF NECESSARY, SAY, "We are only interested in your opinions and are definitely not selling anything".)

A. First, what is your home zip code? ____________________
(ALL SAN FRANCISCO ZIP CODES ARE BETWEEN 94101 AND 94199. IF RESPONDENT GIVES ZIP CODE NOT IN THAT RANGE, TERMINATE.)

1. In general, how would you rate the job that your local government is doing in providing public services to you? Would you say that it is doing an excellent, good, fair, poor, or very poor job?

EXCELLENT	1
GOOD	2
FAIR	3
POOR	4
VERY POOR	5
DON'T KNOW	6

2. Now I would like you to think about some specific departments and services that are provided by local government. For each service I read, please rate it either excellent, good, fair, poor, or very poor. (READ LIST. ROTATE.)

		Ex	Good	Fair	Poor	VPoor	DK
a.	Police department	1	2	3	4	5	6
b.	Fire department	1	2	3	4	5	6
c.	Parks and recreation	1	2	3	4	5	6
d.	Streets and sewers	1	2	3	4	5	6
e.	Public libraries	1	2	3	4	5	6
f.	Public schools	1	2	3	4	5	6

3. Now, I would like you to think about the number of times you have visited the Main public library in Civic Center in San Francisco for any reason in the last 12 months. Approximately how many times have _you yourself_ visited the Main public library in the last 12 months? (IF RESPONDENT HAS TROUBLE, STATE: Just your best guess.) (CODE 997=997 or more, 998=Don't Know, 999=No Answer)

Number of Times: .... ________

4. Now, I would like you to think about the number of times you have visited any of San Francisco's branch libraries for any reason in the last 12 months. Approximately how many times have _you yourself_ visited branch libraries in the last 12 months? (IF RESPONDENT HAS TROUBLE, STATE: Just your best guess.) (CODE 997=997 or more, 998=Don't Know, 999=No Answer)

Number of Times: .... ________

5. When was the last time you visited any San Francisco public library for any reason? Was it... (READ CHOICES).

WITHIN THE LAST 7 DAYS	1
BETWEEN 8 AND 14 DAYS AGO	2
BETWEEN 14 AND 30 DAYS AGO	3
BETWEEN ONE AND THREE MONTHS AGO	4
BETWEEN THREE AND SIX MONTHS AGO	5
BETWEEN SIX AND TWELVE MONTHS AGO	6
OVER A YEAR AGO	7
NEVER	8
[do not read] REFUSED	9

(ASK QUESTIONS 6 AND 7 ONLY TO THOSE THAT ANSWERED "ZERO" OR "NONE" TO BOTH QUESTIONS 3 AND 4.)

6. What is the main reason why you have not visited a public library in San Francisco in the last 12 months? (OPEN-END. WRITE VER BATIM RESPONSE ON LINES BELOW. DO NOT READ CHOICES. TRY TO FIT RESPONSE INTO CATEGORIES BELOW. ACCEPT ONE ANSWER ONLY.)

HAVE NO REASON TO/DO NOT USE LIBRARIES	01
INCONVENIENT LOCATION	02
INCONVENIENT HOURS	03
LIBRARY DOES NOT HAVE UP-TO-DATE MATERIALS	04
LIBRARY IS IN UNSAFE AREA	05
TOO BUSY	06
DO NOT READ	07
GET MY INFORMATION ELSEWHERE	08
USE LIBRARIES IN OTHER AREAS	09
AM HOUSEBOUND/DON'T GET OUT OF HOUSE	10
LIBRARY IS TOO HARD/CONFUSING TO USE	11
LIBRARY IS TOO CROWDED	12
NOT ENOUGH MATERIALS IN NON-ENGLISH LANGUAGES	13
OTHER	97
DON'T KNOW	98
NO ANSWER	99

(ASK ONLY TO THOSE THAT ANSWERED "ZERO" OR NONE" TO BOTH QUESTIONS 3 AND 4).

7. Is there any additional service that the San Francisco Public Libraries could provide that would cause you to use the library system?

(ASK EVERYONE)

8. In your opinion, what is the single best way to improve San Francisco's public library services? (OPEN-END. WRITE VER BATIM RESPONSE BELOW. DO NOT READ CATEGORIES. TRY TO CODE INTO THE RESPONSE CATEGORIES BELOW.)

____

____

OPEN MORE HOURS	01
INCREASE SELECTION OF BOOKS/MATERIALS	02
COMPUTERIZE/IMPROVE TECHNOLOGY	03
IMPROVE QUALITY OF STAFF	04
HIRE MORE STAFF	05
IMPROVE BUILDING/FACILITY	06
INCREASE CHILDREN'S SERVICES	07
IMPROVE PARKING	08
EXPAND AWARENESS/USE/INTEREST	09
GIVE THEM MORE MONEY (gen)	10
CREATE MORE BRANCHES	11
HAVE SPECIAL PROGRAMS/CLASSES/EVENTS	12
EXPAND BOOKMOBILE	13
DELIVER TO DISABLED/HOUSEBOUND	14
NOTHING/LIBRARIES ARE FINE	96
OTHER	97
DON'T KNOW	98
NO ANSWER	99

9. Now I am going to read you a list of hours and days of the week in which San Francisco's libraries might be open. For each one I read, please tell me how often you think you would visit the library during that time period. How often would you visit the library (READ FIRST ITEM.) Would you visit the frequently, sometimes, seldom or never during that time? (REPEAT WITH OTHER ITEMS).

		Fre-quently	Some-times	Sel-dom	Never	Don't Know
a.	Weekday mornings between 9am to noon	1	2	3	4	5
b.	Weekday afternoons between noon and 3pm	1	2	3	4	5
c.	Weekday afternoons between 3pm and 6pm	1	2	3	4	5
d.	Weekday evenings between 6pm and 9pm	1	2	3	4	5
e.	Saturday mornings between 9am and noon	1	2	3	4	5
f.	Saturday afternoons between noon and 6pm	1	2	3	4	5
g.	Saturday evenings between 6pm and 9pm	1	2	3	4	5
h.	Sunday mornings between 9am and noon	1	2	3	4	5
i.	Sunday afternoons between noon and 5pm	1	2	3	4	5

10. Which is more important to you -- that San Francisco's public libraries are open during weekday evenings, that they are open on Saturdays, that they are open on Sundays, or are all three equally important?

OPEN WEEKDAY EVENINGS	1
OPEN SATURDAYS	2
OPEN SUNDAYS	3
ALL THREE	4
[vol] NEITHER	5
DON'T KNOW	6

11. Thinking about the hours of San Francisco's branch libraries, do you think that all branch libraries throughout San Francisco should have similar hours of operation, or should each branch have its own hours according to the needs of the neighborhood?

ALL BRANCHES OPEN THE SAME HOURS	1
BRANCHES HAVE THEIR OWN HOURS	2
DON'T KNOW	3

12. When San Francisco's public libraries are open in the evenings, at what time do you think they should close? (READ CHOICES)

7pm	1
8pm	2
9pm	3
Later than 9pm (__________________)	4
[vol] DIFFERENT TIMES FOR DIFFERENT BRANCHES	5
DON'T KNOW	6

13. In general, when you visit San Francisco's public libraries, do you find what you are looking for?

YES	1
NO	2
[vol] SOMETIMES YES, SOMETIMES NO	3
DON'T KNOW	4

14. Now I would like to ask you about some specific attributes of San Francisco's public libraries. For each statement I read, please tell me if you agree or disagree. (IF RESPONDENT AGREES OR DISAGREES, ASK:) Is that strongly (dis)agree or just somewhat (dis)agree? (READ LIST. ROTATE.)

		STRNG AGREE	SOME AGR	SOME DIS	STRNG DIS	DON'T KNOW
a.	Is open when you need it	1	2	3	4	5
b.	Has up-to-date materials	1	2	3	4	5
c.	Has friendly and courteous staff	1	2	3	4	5
d.	Has knowledgeable and professional staff	1	2	3	4	5
e.	Is in a clean, attractive building	1	2	3	4	5
f.	Is safe	1	2	3	4	5
g.	Provides answers to your questions	1	2	3	4	5
h.	Is easy to use	1	2	3	4	5
i.	Has a wide selection of books	1	2	3	4	5
j.	Has a wide selection of reference materials	1	2	3	4	5

[THERE IS NO QUESTION 15 ON THIS SURVEY.]

16. Now thinking about the various materials that can be found at the library, again please tell me if you feel it is not important , somewhat important, very important, or absolutely critical that the library provide that material. (READ LIST. ROTATE.)

		NOT IMPT	SOME IMPT	VERY IMPT	ABSOL CRIT	DON'T KNOW
a.	Best-selling books	1	2	3	4	5
b.	"How-to" books for personal information	1	2	3	4	5
c.	Magazines and newspapers	1	2	3	4	5
d.	Non-print material, such as audiotapes, videotapes and CDs	1	2	3	4	5
e.	Books for children and teen-agers	1	2	3	4	5
f.	Reference materials, such as encyclopedias and almanacs	1	2	3	4	5
g.	Books in languages other than English	1	2	3	4	5

17. Now I am going to read you some different services that can be provided by public libraries. For each that I read, please tell me if you feel the service is not important, somewhat important, very important, or absolutely critical. (READ LIST. ROTATE.)

		NOT IMPT	SOME IMPT	VERY IMPT	ABSOL CRIT	DON'T KNOW
a.	Provide story times for children	1	2	3	4	5
b.	Provide videotapes and recordings for loan	1	2	3	4	5
c.	Provide homework assistance to junior high and high school students	1	2	3	4	5
d.	Provide summer reading programs for children	1	2	3	4	5
e.	Provide services for seniors, such as large print books	1	2	3	4	5
f.	Provide recreational reading for all ages	1	2	3	4	5
g.	Provide special programs for adults, such as lectures and author readings	1	2	3	4	5
h.	Increase services for people who do not speak English as their primary language	1	2	3	4	5
i.	Provide a professional librarian to answer my questions	1	2	3	4	5
j.	Provide access to computer databases, such as Internet	1	2	3	4	5
k.	Provide outreach services to people who don't currently use the library	1	2	3	4	5
l.	Provide a literacy program that teaches adults to read	1	2	3	4	5
m.	Increase services to people with disabilities	1	2	3	4	5

18. How important is it to you that San Francisco public libraries do the following? Again, please tell me if you think it is not important , somewhat important, very important, or absolutely critical . (READ CHOICES). (ROTATE LIST.)

		NOT IMPT	SOME IMPT	VERY IMPT	ABSOL CRIT	DON'T KNOW
a.	Increase evening hours	1	2	3	4	5
b.	Increase week-end hours	1	2	3	4	5
c.	Increase the level of services provided to library users	1	2	3	4	5
d.	Increase the selection of books and materials	1	2	3	4	5

19. Because access to computer databases is sometimes costly, some have said that the public libraries should charge a fee for the public to access these databases. Would you be willing to pay a fee to use a computer database?

YES	1
NO	2
DON'T KNOW	3

20. Would you support establishing a section in your neighborhood branch library that would contain historical archives of your neighborhood?

YES	1
NO	2
DON'T KNOW	3

21. What is the name of the branch library closest to where you live?

Anza	01	North Beach	15
Bayview/Anna E. Waden	02	Ocean View	16
Bernal Heights	03	Ortega	17
Chinatown	04	Park	18
Eureka Valley/Harvey Milk	05	Parkside	19
Excelsior	06	Portola	20
Glen Park	07	Potrero	21
Golden Gate Valley	08	Presidio	22
Ingleside	09	Richmond	23
Library for the Blind	10	Sunset	24
Marina	11	Visitacion Valley	25
Merced	12	West Portal	26
Mission	13	Western Addition	27
Noe Valley/Sally Brunn	14	MAIN LIBRARY/CIVIC CENTER	28
		Other ______________________	29
		Don't Know	30

22. Now some questions about yourself to compare your answers with others that participate in our study. First, what is your age? (IF REFUSED, CODE FROM SAMPLE SHEET. IF MISSING, CODE "99")

AGE: ______________________

23. Do you own or rent your home? (IF REFUSED, CODE FROM SAMPLE SHEET.)

OWN	1
RENT	2
REFUSED	3

24. Which of the following ethnic groups describes you? (READ LIST.)

CAUCASIAN/WHITE/EUROPEAN-AMERICAN	01
LATINO/HISPANIC/MEXICAN	02
BLACK/AFRICAN-AMERICAN	03
CHINESE	04
JAPANESE	05
FILIPINO	06
VIETNAMESE	07
KOREAN	08
OTHER ASIAN/PACIFIC ISLANDER	09
NATIVE AMERICAN	10
RUSSIAN	11
OTHER (______________________)	12
MIXED RACE	13
REFUSED	14

25. What language do you usually speak when at home?

ENGLISH	01
SPANISH	02
CANTONESE	03
MANDARIN	04
VIETNAMESE	05
TAGALOG	06
RUSSIAN	07

FRENCH	08
OTHER ____________________	09
REFUSED	10

26. What is your marital status? Are you ... (READ CHOICES).

MARRIED	1
SEPARATED	2
DIVORCED	3
WIDOWED	4
SINGLE	5
REFUSED	6

27. Which category best describes your total household income for 1993 before taxes? (READ CATEGORIES.)

Under $15,000	1
$15,000 to just under $30,000	2
$30,000 to just under $50,000	3
$50,000 to just under $75,000	4
$75,000 or more	5
DON'T KNOW	6
REFUSED	7

28. Which of the following best describes your level of education?

Have not completed high school	1
High school graduate or GED	2
Have taken college or vocational courses, but have not graduated college	3
College graduate	4
Post-graduate work/Master's/PhD or professional degrees	5
Refused	6

29. Do you currently have children under the age of 18 living at home?

YES	1
NO	2
REFUSED	3

30. Are you currently employed outside of the home, either full or part-time?

YES	1
NO	2
REFUSED	3

31. Do you currently have a home computer with a modem that can be used to access information databases?

YES	1
NO	2
REFUSED	3

That's all the questions I have. Thank you for your time. Good-bye.

32. RECORD SEX:

FEMALE	1
MALE	2

SAN FRANCISCO BRANCH LIBRARY SURVEY

BRANCH CODE: ________

San Francisco's public libraries are interested in your opinions. Last June, San Francisco voters passed Proposition E, which set aside a portion of the city's general fund to be used solely for San Francisco's public libraries. The proposition also said that the users of each branch library should be surveyed regarding preferences as to the library's operating hours. The results of the survey will be one factor in determining the hours that the branch library will be open. Later this year, a hearing will be held at this branch library in which results of this survey will be disclosed. Sometime no later than January 1, 1995, hours for each branch library and the main library will be set by the Library Commission.

Please answer the following questions as honestly as you can. Because you are part of a random sample, your opinions. are very important.

1. Approximately how many times have you yourself visited this branch library in the last 12 months?

   Number of Times: ________

2. Please check how often you think you would visit this branch library if it were open at the following time periods -- frequently, sometimes, seldom, or never?

	Fre-quently	Some-times	Seldom	Never
a. Monday afternoons (noon-6pm)	☐	☐	☐	☐
b. Tuesday afternoons	☐	☐	☐	☐
c. Wednesday afternoons	☐	☐	☐	☐
d. Thursday afternoons	☐	☐	☐	☐
e. Friday afternoons	☐	☐	☐	☐
f. Saturday afternoons	☐	☐	☐	☐
g. Sunday afternoons	☐	☐	☐	☐
h. Weekday mornings (9am-noon)	☐	☐	☐	☐
i. Saturday morning	☐	☐	☐	☐
j. Sunday morning	☐	☐	☐	☐
k. Evenings (6pm-9pm)	☐	☐	☐	☐

3. How many evenings per week do you think it is appropriate for this branch library to be open? (Circle your choice).

   1 2 3 4 5 6 7 none

4. Which ONE evening per week are you most likely to use this branch library? (Circle your choice)

   mon tue wed thur fri sat sun none

5. If you wanted to use this branch library on an evening or week-end and found it to be closed, would you be satisfied if a nearby branch library were open?

   ☐ YES ☐ NO

6. When open in the evenings, what time do you think this branch library should close?

   ☐ 7pm ☐ 8pm ☐ 9pm ☐ Other ________

– PLEASE TURN OVER –

SAN FRANCISCO BRANCH LIBRARY SURVEY

BRANCH CODE: ____________

7. How important is it to you that this branch library add or increase the following services? Is it not important, somewhat important, very important, or absolutely critical to you? (CHECK ONE PER ITEM).

	Not Impt	Somewhat Important	Very Impt	Absolutely Critical
a. Special programs for teenagers, such as summer job clinics	☐	☐	☐	☐
b. Provide access to nationwide computer databases, such as Internet	☐	☐	☐	☐
c. Collections in languages other than English	☐	☐	☐	☐
d. Provide videotapes and recordings for loan	☐	☐	☐	☐
e. Providing services for seniors, such as large print books	☐	☐	☐	☐
f. Provide services for adults, such as lectures and author readings	☐	☐	☐	☐

8. How important is it to you that this branch library do the following: (CHECK ONE PER ITEM.)

	Not Impt	Somewhat Important	Very Impt	Absolutely Critical
a. Increase evening hours	☐	☐	☐	☐
b. Increase week-end hours	☐	☐	☐	☐
c. Increase services and programs for some populations, such as [illegible]	☐	☐	☐	☐
d. Increase the selection of books and materials	☐	☐	☐	☐

9. What is your age group?

Under 18 ☐ 18-29 ☐ 30-39 ☐ 40-49 ☐ 50-64 ☐ 65+ ☐

10. Which of the following ethnic groups describes you?

Chinese	☐	White/Caucasian	☐
Japanese	☐	Black/African-American	☐
Filipino	☐	Latino/Mexican/Hispanic	☐
Vietnamese	☐	Native American	☐
Korean	☐	Mixed Race	☐
Other Asian	☐	Other (____________________)	☐

11. Which of the following best describes your level of education?

Have not completed high school	☐	College Graduate	☐
High school graduate or GED	☐	Post-graduate work/Master's Degree/ PhD or professional degree	☐
Have taken college or vocational courses, but have not graduated college	☐		

12. Do you currently have children under the age of 18 living at home?

Yes ☐ No ☐

13. Your gender:

Female ☐ Male ☐

THANK YOU!

City and County of San Francisco

Public Library Commission

Frank M. Jordan
Mayor

James P. Herlihy
President
Karen Crommie
Vice President

Thomas H. Gee, J.D.
Walter G. Jebe, Sr.
Fran A. Streets
Norman V. Wechsler
Jan Zivic
Commissioners

Kenneth E. Dowlin
City Librarian

2-94

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NOTICE OF COMMISSION MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Tuesday, August 2, 1994**

TIME: **5:30 P.M.**

PLACE: **Lurie Room, Main Library**

AGENDA:

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Closed Session**

   CONFERENCE WITH LEGAL COUNCIL - ANTICIPATED LITIGATION
   Discussion of whether to initiate litigation pursuant to section 54956.9(c)
   (one law suit)

   When the Commission concludes its closed session it will reconvene the public meeting

5. **Sunshine Ordinance Vote**

   Pursuant to section 66.14 of the Sunshine Ordinance the Library Commission shall vote whether to disclose to the public any portion of its Close Session

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

discussion which is not confidential

6. **Approval of regular Commission meeting minutes of July 5, 1994**

Approval of special Commission meeting minutes of July 12, 1994

* Public Comment

7. **Approval of consent Calendar**

There will be no separate discussion of Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item

A. **Resolution #1690:** Approval of temporary exempt and non-civil service appointments and separations

* Public comment

8. **PRESIDENT'S REPORT**
Commissioner James P. Herlihy

A. Approval of budget plan to implement Proposition E

*Public comment

B. Continued discussion on the implementation of Proposition E, its progress, status update of supplemental appropriation and possible approval for supplemental appropriation amendment

* Public comment

C. Approval of budget to implement Proposition E

* Public comment

D. Miscellaneous reports

* Public comment

9. **CITY LIBRARIAN'S REPORT**
Kenneth E. Dowlin, City Librarian

A. Presentation of selection and acquisition of books

* Public comment

B. Report on impact of employee salaries due to Local 790, SEIU agreement

* Public comment

C. Presentation of Multi Media Workstation

*Public comment

D. Discussion of City Librarian's Quarterly Report

*Public comment

E. Review of proposed schedule for public hearings

*Public comment

10. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

A. Approval to expend $86,814 dollars to provide in-house finance and accounting services to implement Proposition E

* Public comment

11. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

A. Approval of criteria for changing the name of a branch library

* Public comment

B. Developed agenda for future public hearings

* Public comment

12. BUILDING AND FACILITIES COMMITTEE REPORT
Commissioner Jan Zivic, Chair

A. Approval of action to appropriate and allocate bond interest funds for the Main Library and Chinatown Branch Library

*Public comment

B. Approval to expend funds to purchase a boiler for Mission Branch Library

*Public comment

C. Report and possible action on relocating Portola Branch Library

*Public comment

13. **LIBRARIAN'S GUILD**

* Public comment

14. **NEW BUSINESS**

* Public comment

15. **PUBLIC COMMENT**

16. **MEETING REVIEW**

* Public comment

17. **ADJOURNMENT**

7/26/94:dm

Resolution #1690

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1994. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of July, 1994 be approved:

3602 Library Page

Bolts, Kathleen
Doss, Cornell
Fung, Allison
Huang, Shelly
Jackson, Florence
Lin, Wen Feng
Lin, Cheng-Wen
Moran, Ofelia
Peng, Anna
Quach, Lien
Smith, Scheria
Thomas, Jeffery
Tran, Luan
Wong, Angela
Yee, Ching

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

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None

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
DRAFT MINUTES OF THE REGULAR COMMISSION MEETING OF AUGUST 2, 1994

A. Call to order: 5:30 PM

B. Commissioners present:

Karen Crommie
Thomas Gee
James Herlihy
Walter Jebe, Sr.
Norman Wechsler
Jan Zivic

Excused: Fran Streets

C. Closed session to discuss with legal counsel anticipated litigation

Closed session began: 5:35 PM
Public meeting reconvened: 6:24 PM

D. ACTIONS

1. On Commissioner Crommie's motion, the Commission voted unanimously not to disclose any portion of the discussion from the closed session

2. On Commissioner Jebe's motion, the Commission voted unanimously to approve the minutes of the regular Commission meeting of July 5, 1994, and the special Commission meeting of July 12, 1994

3. On Commissioner Crommie's motion, the Commission voted unanimously to approve Resolution #1690: Approval of temporary, exempt, and non-Civil Service appointments and separations

4. By consensus, the Commission determined to hold a special Commission meeting on August 16, 1994

5. On Commissioner Jebe's motion, the Commission voted unanimously to approve the criteria for changing branch names

6. On Commissioner Zivic's motion, the Commission voted unanimously to request allocation of bond-interest money in the amounts of an additional $1.7-million for Chinatown Branch Library renovation and $2-million for new main contingency; and to impose certain conditions in dealings with the Department of Public Works

7. On Commissioner Wechsler's motion, the Commission voted unanimously to approve expenditure of $86,814 to provide in-house finance and accounting services to implement Proposition E

E. PUBLIC COMMENT

Lurilla Harris, member of the public, inquired how to obtain tapes of Commission meetings; President Herlihy responded that tapes could be obtained from Commission assistant Donna Marion, at 557-4233, 45 Hyde Street, 2nd floor.

Virginia Gee, member of the public, inquired whether the Commission indicated to hear public testimony after each agenda item.

Ms. Harris requested that the Bernal neighborhood be given adequate notice of the Proposition E hearing.

Jane Winslow, executive director of Friends of the Public Library, encouraged the expenditure of funds for books and library materials.

Mary Louise Stong, Friends of the Public Library, supported giving spending priority to books and open hours.

In response to Ms. Gee's inquiry regarding agendas at the upcoming public meetings required by Proposition E, President Herlihy indicated that the Planning Committee would develop the agenda which would be the same at each branch meeting.

In response to Ms. Harris's inquiry regarding the library users' survey, Julia Moll, deputy city attorney, reported that the survey has already been disclosed and is public information.

Ellen Egbert, member of the public, expressed concern that the library's supplemental budget request had not yet been approved by the mayor's office.

Ms. Harris inquired about seating prior to Commission meetings.

F. Meeting adjourned: 8:18 PM

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8/2/94

City and County of San Francisco
Public Library Commission

Frank M. Jordan
Mayor

James P. Herlihy
President
Karen Crommie
Vice President

Thomas H. Gee, J.D.
Walter G. Jebe, Sr.
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Kenneth E. Dowlin
City Librarian

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular Commission meeting of August 2, 1994

The San Francisco Public Library held a regular monthly meeting on Tuesday, August 2, 1994, in the Lurie Room, Main Library.

I. CALL TO ORDER

The meeting was called to order at 5:30 PM by Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. ROLL CALL

The following commissioners were noted present: Karen Crommie; Thomas Gee; James Herlihy; Walter Jebe, Sr.; Norman Wechsler; and Jan Zivic. Commissioner Fran Streets was excused.

III. CLOSED SESSION

President Herlihy announced that the Commission would be meeting in closed session with legal counsel to discuss anticipated litigation. The closed session began at 5:35 PM.

At 6:24 PM, the public meeting was reconvened. President Herlihy reported that the Commission had met in closed session pursuant to code section 54956.9 to discuss anticipated litigation; pursuant to section 66.14 of the city charter, the Commission determined whether to disclose to the public any portion of the closed session discussion which was not confidential.

Commissioner Crommie moved not to disclose any portion of the closed session discussion.

ACTION: Unanimously approved

IV. APPROVAL OF MINUTES

Commissioner Jebe moved to approve the minutes of the regular Commission meeting of July 5, 1994, and the special Commission meeting of July 12, 1994, as circulated.

ACTION: Unanimously approved

In response to an inquiry by Lurilla Harris, a member of the public, President Herlihy indicated that audiotapes of Commission meetings could be reviewed by arranging an appointment with the Commission assistant, Donna Marion, at 45 Hyde Street.

V. CONSENT CALENDAR

Commissioner Crommie moved approval of Resolution #1690: Approval of temporary, exempt, and non-civil service appointments and separations. (Attachment)

ACTION: Unanimously approved

VI. PRESIDENT'S REPORT

Commissioner James Herlihy, President

A. Kenneth Dowlin, city librarian, reported that the library's supplemental budget request remained in the mayor's office, and that he had met with the mayor's budget director the day before. Mr. Dowlin indicated that the director of the Human Resources Department (HRD) had requested the supplemental be amended to include $107,000 to support two HRD staff positions. Diana Buchbinder, personnel officer, described the original supplemental request's provision for two library personnel analysts, and HRD's recent request for an additional two analysts.

In response to a question from Commissioner Zivic, Ms. Buchbinder speculated that if HRD's request were declined, the library and HRD staff would negotiate which elements in the library's staffing proposal would not be fulfilled.

At the request of Commissioner Wechsler, President Herlihy referred the issue to the Finance Committee for additional consideration and recommendation within two weeks. The city librarian and personnel officer indicated that DHR would be invited to the meeting to discuss the funding request.

By consensus, the Commission determined to hold a special Commission meeting on August 16, 1994, to act upon the Finance Committee's recommendation and to continue discussions on implementing Proposition E.

Mr. Dowlin advised the Commission of the upcoming need for a truck and driver to implement the books-to-branches program.

B. President Herlihy provided a brief update on the development of a preliminary budget for implementing Proposition E. He anticipated a three-year budget projection that would include meeting the charter-mandated increase in hours, and the opening and full operation of the expanded Mission and Chinatown branches and new main library. The Commission president indicated that staff would provide several budget scenarios, the most conservative of which would assume a static budget for the next three years and would create a capital reserve contingency fund to provide for future salary increases. He added that if additional revenues became available, the reserve fund could be allocated for other purposes, such as open hours or library materials. President Herlihy stated that the $3-million reduction in the baseline-budget calculation would have an impact on the implementation of Proposition E, although the library would be able to meet the charter-mandated increase in open hours.

Commissioner Crommie spoke in support of reserving funds for possible salary increases. President Herlihy emphasized that the charter amendment requires an average of 1,028 open hours per year for the next five years, and urged that funds be set aside in the early years to ensure that the legal minimum can be met throughout the five-year period.

Neel Parikh, chief of branches, described the activities of the library staff's transition team which is examining library staffing and service. Ms. Parikh reported that the team had compiled lists of functions that need to be performed in the library, attempted to plan efficiencies of scale and location, and requested that the personnel officer draft organization charts that would match functions to appropriate civil service classifications. Ms. Parikh pointed out that in May of this year the transition team began defining staffing requirements and time lines to implement Proposition E. She informed the Commission that the library's organization charts were completed in June and are now being evaluated to ensure that the proposed civil service classifications are correct and consistent. Ms. Parikh promised that staff would report to the Commission monthly on on the transition team's progress.

Seema Grover, library budget analyst, presented a handout detailing time lines for planning, enhanced book collection, and finance and human resources components for implementing Proposition E. (Attachment)

Ms. Buchbinder reported that the personnel office had begun collecting job-classification specifications from surrounding jurisdictions in preparation for the library's classification survey. She stated that her office is working with SEIU representatives to obtain agreements regarding classifications and job announcements. In response to a question from Commissioner Wechsler, Ms. Buchbinder indicated that library management is seeking increased efficiency by consolidating and centralizing some staff functions. She cited the possible development of a classification for book shelving, separate from the classification of library page.

Nancy Musser, chief of technical services, reported that the library had purchased multiple copies of a number of popular books that patrons had been requesting. She stated that the library had expanded orders for books for teenagers, and that the materials selections group had provided lists of computer books and Nolo Press books from which the public service librarians could order. Ms. Musser observed that technical services had placed orders representing 60% of the half-million dollars in accelerated spending for books that the Commission had authorized; however, she noted, she had suspended additional orders since the budget supplemental had not yet been approved, and technical services had not been able to add the staff necessary for processing the books and invoices.

President Herlihy expressed the Commission's continued support for materials acquisition and promised to consider steps at the special meeting scheduled for August 16 to facilitate the process.

In response to a question from Commissioner Wechsler, Ms. Musser stated that the library's regular book orders had continued in addition to the accelerated purchase of high-interest, popular materials. President Herlihy requested that the chief of technical services report on how various possible staffing increases would affect the processing of new books and invoices.

VII. CITY LIBRARIAN'S REPORT

Kenneth E. Dowlin, City Librarian

A. Reports on book acquisition, employee contract agreement, multimedia workstations, and quarterly statistics were postponed.

B. In response to an inquiry from Virginia Gee, a member of the public, President Herlihy offered assurance that public comment would be received after each agenda item.

Jane Winslow, executive director of Friends of the Public Library, expressed concern about the library creating a reserve fund. She recalled the reduced book budgets over past years and encouraged the Commission to emphasize book acquisitions and collection development.

Mary Louise Stong, Friends of the Public Library, requested that the library budget specify that book purchases and open hours were the Commission's first priority.

In response to a question from Commissioner Crommie, Ms. Winslow related that the Friends were planning a meeting in September with the city controller to discuss concerns about future baseline budget calculations.

C. Marcia Schneider, public relations librarian, provided a draft calendar for the public meetings mandated by Proposition E. Ms. Schneider reported that the dates and times on the schedule were based upon the preferences of the branch librarians. Julia Moll, deputy city attorney, agreed to review the notification requirements for the meetings to ensure compliance with applicable law.

In response to a question from Ms. Gee, President Herlihy pointed out that the series of public meetings would share a standard agenda and that the Public Library would make outreach efforts in the neighborhoods.

Ms. Harris requested that the Bernal neighborhood be given adequate notice of the Proposition E hearing.

Commissioner Crommie moved approval of the calendar for Proposition E mandated public meetings, subject to compliance with public-notice requirements of law. (Attachment)

ACTION: Unanimously approved

Ms. Schneider reported that the telephone portion of the library users survey had been completed, and the clipboard branch survey was 80% complete.

In response to a question from Ms. Harris, Ms. Moll explained that the library users survey had been disclosed at a public meeting and was public record.

Ms. Egbert encouraged the Commission to seek the widest possible response from the public hearings.

VIII. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

A. Commissioner Crommie described the development and revision of the criteria for changing the name of a branch library. Commissioner Jebe made the motion to accept the criteria for changing the name of a branch library as revised. (Attachment)

ACTION: Unanimously approved

B. Commissioner Crommie reported that the Planning Committee would be developing the agenda for the series of public meetings required by Proposition E.

IX. BUILDING AND FACILITIES COMMITTEE REPORT
Commissioner Jan Zivic, Chair

A. Commissioner Zivic described problems and cost overruns which have halted Chinatown Branch renovation. She reported that the Department of Public Works was requesting an additional $1.7-million for the project.

The commissioner noted that although reports are classified as "main library" and "branch libraries," the main is also a branch library for many patrons.

Russ Abel, assistant city architect and manager of library renovation projects, reported on the status of the Chinatown project and indicated that Don Todd & Associates, a construction-management firm, was assisting in the project.

In response to a question from Ms. Harris, Mr. Abel offered assurance that, following renovation, Chinatown Branch would meet all current seismic codes.

Commissioner Zivic described Chinatown community support for continuing the branch renovation. She stated that the Building and Facilities Committee recommended:

1. Requesting $1.7-million in additional bond interest to be allocated to the Chinatown Branch project to ensure its completion in a timely manner with minimal extension of time at the temporary site;

2. Requesting an additional $2-million of bond interest to be allocated to the contingency fund for the new main;

3. Going on record that the Commission will not approve any reductions in the new main branch construction project in order to fund DPW errors or related staff hours associated with branch projects;
4. Reviewing any subsequent requests for additional bond interest appropriations to cover branch project overruns necessitated by DPW errors and requiring replacement of DPW staff responsible for those errors;
5. Requiring outside peer review of the Chinatown Branch project structural design for seismic reinforcement;
6. Requiring outside peer review of Mission Branch renovation project structural design before going forward with the project;
7. Considering solicitation of proposals from commercial construction management firms for completing the Mission Branch project.

In response to a question from Commissioner Crommie, Kathy Page, chief of facilities development, explained that to date approximately $7-million in interest money from the 1988 library improvement bond issue had been allocated to the main library and $2-million to branches. She stated that the funds being proposed currently were from unallocated interest money.

Commissioner Crommie expressed support for the committee's recommendations. She noted, however, that the money involved in the cost overruns was not lost, but reflected the previous lack of information. Commissioner Crommie remarked that if the defects in the Chinatown Branch's foundation had been know at the time the library put the project to bid, the bids would have been for higher amounts in line with the amount of work that the city now realizes must be done.

Commissioner Jebe moved approval of the Building and Facilities Committee report.

The city librarian pointed out that the proposed Commission action would initiate a budget request to the mayor and Board of Supervisors for allocation of bond interest money.

ACTION: Unanimously approved

Commissioner Zivic postponed the remainder of her report.

X. FINANCE COMMITTEE REPORT

Commissioner Norman Wechsler, Chair

Commissioner Wechsler moved to accept the Finance Committee's recommendation to approve $86,814 to provide in-house finance and accounting services to implement Proposition E.

ACTION: Unanimously approved

XI. LIBRARIANS' GUILD REPORT

No report

XII. NEW BUSINESS

None

XIII. PUBLIC COMMENT

Ms. Egbert expressed concern that the library's supplemental budget request had not yet been approved by the mayor's office.

XIV. MEETING REVIEW

Ms. Harris inquired about seating prior to Commission meetings.

XV. ADJOURNMENT

Commissioner Wechsler moved to adjourn.

The August 2, 1994, regular meeting of the San Francisco Public Library Commission adjourned at 8:18 PM.

Donna Marion

Resolution #1690

APPROVAL OF TEMPORARY EXEMPT AND NON CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1994. ALSO, SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF JULY, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of July, 1994 be approved:

3602 Library Page

Bolts, Kathleen
Doss, Cornell
Fung, Allison
Huang, Shelly
Jackson, Florence
Lin, Wen Feng
Lin, Cheng-Wen
Moran, Ofelia
Peng, Anna
Quach, Lien
Smith, Scheria
Thomas, Jeffery
Tran, Luan
Wong, Angela
Yee, Ching

AND FURTHER, That the following Separations from Temporary, Exempt and Non-Civil Service Appointments be Approved:

3602 Library Page

None

Library Commission Public Hearings Calendar

September 1994

* All weekday evening meetings will be held at 7:00 p.m. unless otherwise noted.
Saturday afternoon meetings will be held at 3:00 p.m.

Revised 8/5/94

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 7:00 p.m. Visitacion Valley - (Zivic) 7:00 p.m. Eureka Valley/HMM - (Herlihy)	**2**	**3**
4	**5**	**6**	**7**	**8** *5:00 p.m. Main - (Gee) 7:00 p.m. Marina - (Streets)	**9**	**10**
11	**12** 7:00 p.m. Excelsior - (Jebe)	**13** *6:00 p.m. Ingleside - (Gee) 7:00 p.m. Noe Valley - (Crommie & Herlihy)	**14**	**15**	**16**	**17** 3:00 p.m. Anza - (Jebe) 3:00 p.m. Bayview/Waden - (Crommie)
18	**19** 7:00 p.m. Golden Gate Valley - (Crommie)	**20** *6:00 p.m. Ocean View - (Herlihy) 7:00 p.m. Sunset - (Jebe)	**21**	**22** 7:00 p.m. Ortega - (Gee) 7:00 p.m. Mission - (Herlihy)	**23**	**24** 3:00 p.m. Potrero - (Zivic) 3:00 p.m. Western Addition - (Herlihy)
25	**26** 7:00 p.m. Presidio - (Zivic) *6:00 p.m. Chinatown - (Gee & Crommie)	**27** 7:00 p.m. West Portal - (Herlihy) 7:00 p.m. Merced - (Streets)	**28** 7:00 p.m. Portola - (Jebe)	**29** 7:00 p.m. Richmond - (Jebe) 7:00 p.m. North Beach - (Gee)	**30**	

Library Commission Public Hearings Calendar

August 1994

* All weekday evening meetings will be held at 7:00 p.m. unless otherwise noted.
Saturday afternoon meetings will be held at 3:00 p.m.

Revised 8/5/94

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29 7:00 p.m. Glen Park - (Wechsler) 7:00 p.m. Bernal - (Zivic & Herlihy)	30 7:00 p.m. Parkside - (Wechsler) 7:00 p.m. Park - (Crommie & Herlihy)	31			

Library Preservation Fund
Six-Month Implementation Timeline
02-Aug-94

Planning

Plan Service enhancements based on information gathered about neighborhood service priorities:

		94																95					
		Jun			Jul		Aug		Sep		Oct			Nov		Dec		Jan	Feb	Mar	Apr	May	Jun
		7	13	27	11	25	8	22	5	19	3	17	31	14	28	12	26	9					
City Librarian establishes process to expedite implementation of enhanced services	revised		X																				
	recommended		X																				
Commission implements a planning process	revised												X										
	recommended		X																				
Commission implements a survey of user preferences for open hours	revised					X	X	X															
	recommended		X	X	X																		
Commission is briefed on current programs							X																
Administration drafts service goals								X															
Commission holds meeting to discuss service goals								X															
City Attorney advises and counsels the Library Commission & Administration on legal parameters for implementing Proposition E	revised		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
	recommended		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						
Commission conducts public hearings in 27 locations and reports at Library meeting	revised							X	X	X	X												
	recommended				X	X	X	X															
Library Administration creates draft update of the Library five-year plan to reflect enhanced resources	revised															X							
	recommended							X															
Library Commission reviews report of hearings	revised											X											
	recommended								X														
Commission Finance Committee approves policy for implementation of enhanced budget	revised												X										
	recommended									X													
Finance Committee policy recommendations adopted by the full Commission	revised													X									
	recommended										X												

		94																95					
		Jun			Jul		Aug		Sep		Oct			Nov		Dec		Jan	Feb	Mar	Apr	May	Jun
		7	13	27	11	25	8	22	5	19	3	17	31	14	28	12	26	9					
Publicize community hearings in neighborhoods	revised					X	X	X	X	X	X	X											
	recommended		X	X	X	X	X	X	X														
Publish, publicize, and make available results of user preference survey	revised							X	X	X	X												
	recommended				X	X	X	X															
Publicize new enhanced book collections	revised					X	X	X	X	X	X	X	X	X	X	X	X						
	recommended					X	X	X															
Inform public of results of community hearings	revised											X	X	X									
	recommended								X	X	X												
Publish, publicize, and make available revised & update five year plan	revised																	X					
	recommended									X													
Make available to public preliminary Charter Amendment budget	revised												X	X	X								
	recommended									X	X	X											
Inform public of final 1994/95 budget, programs & services	revised													X	X	X	X	X					
	recommended											X	X	X	X	X	X	X					
Publicize new open hours, programs & services effective January 2	revised														X	X	X	X					
	recommended														X	X	X	X					

Enhanced Book Collection

The Library will implement an aggressive program to provide the public enhanced book collections:

		94																95					
		Jun			Jul		Aug		Sep		Oct			Nov		Dec		Jan	Feb	Mar	Apr	May	Jun
		7	13	27	11	25	8	22	5	19	3	17	31	14	28	12	26	9					
Enhance book collection	revised	X	X	X	X	X	X	?	?	?	?	?	?	?	?	?	?	?					
	recommended	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X					

Implementation

Finance & Human Resources components

		94																95					
		Jun			Jul		Aug		Sep		Oct			Nov		Dec		Jan	Feb	Mar	Apr	May	Jun
		7	13	27	11	25	8	22	5	19	3	17	31	14	28	12	26	9					
Prepare a comprehensive budget implementing the Commission policy for enhanced services	revised			x	x	x	x	x	?	?	?	?	?	?	?	?	?	?					
	recommended	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x					
Library HR receives additional staff from post-charter planning budget	revised							x	x	x													
	recommended		x	x	x																		
Dept of Human Resources staff funded											x	x	x	x	x	x	x	x	x				
Audit positions needed to hire, exam process implemented	revised										x	x	x	x									
	recommended				x	x	x																
Classification requests posted for adoption	revised													x	x	x							
	recommended						x	x															
All exam completed	revised															x	x						
	recommended						x	x															
All requisitions processed, certifications issued	revised																x	x					
	recommended							x	x														
Candidates respond to certifications	revised																	x					
	recommended									x													
Offer positions to candidates	revised																	x	x				
	recommended										x	x											
Begin to process new hires	revised																	x	x				
	recommended											x	x	x	x								
Train & orient new staff	revised																		x				
	recommended															x	x						

sg/transition team

Planning Committee July 20, 1994

Proposed Criteria for Changing the Name of a Branch Library (Revised 7-14-94)

The primary function of a library's name is to locate and identify it with the overall district it serves. If a change is proposed, it should comply with the following criteria:

- There should be a demonstration of evidence to the Library Commission that there is a broad base of agreement on the need for a name-change by the community served by that branch.

- The new name should reflect the spirit of the SFPL's mission of free and equal access to information for all.

- The new name may honor an individual or group that has made a significant contribution to the branch library, the SFPL system, the city of San Francisco or the nation.

- In all cases, the geographic identifier should precede any honorific name.

- The new name should avoid controversy and not carry the banner of a transitory cause, no matter how worthy, but rather, reflect the tradition and stability of the library as an institution.

- A request for a name-change should follow procedure consistent with the commission's consideration of other actions: A letter proposing the change and stating the rationale should be sent to the Library Commission. The item will then appear on the agenda for the next commission meeting and, after discussion, will be referred to the Planning Committee. The committee will receive testimony, both pro and con, at its next regularly scheduled meeting. Its chairperson will report the content of these arguments at the following commission meeting—with or without a recommendation for approval. The commission will then make a decision to approve, deny or postpone the name-change as they see fit.

- If all other criteria are met, the cost of the name-change, both in time and cash outlay, should be born, if possible, in part or in whole, by the parties desiring the change.

City and County of San Francisco
Public Library Commission

Frank M. Jordan
Mayor

James P. Herlihy
President
Karen Crommie
Vice President

Thomas H. Gee, J.D.
Walter G. Jebe, Sr.
Fran A. Streets
Norman V. Wechsler
Jan Zivic
Commissioners

Kenneth E. Dowlin
City Librarian

NOTICE OF SPECIAL MEETING

194

A special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, August 16, 1994**

TIME: **5:30 PM**

PLACE: **Lurie Room, Main Library**

AGENDA:

DOCUMENTS DEPT.
AUG 12 1994
SAN FRANCISCO
PUBLIC LIBRARY

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. **Briefing and possible action on Department of Human Resources (DHR) request for funding two DHR staff positions to support the Library in personnel activities related to staff expansion**

   *Public comment

5. **Presentation on the SEIU Local 790 contract and it's impact on the Library**

   *Public comment

6. **Continued discussion and possible action on the implementation of Proposition E: Preliminary budget, agenda for future Proposition E community hearings and Proposition E library survey**

   *Public comment

7. **Public Comment**

8. **Adjournment**

8/10/94:dm
agenda

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
KAREN CROMMIE
Vice President

THOMAS H. GEE, J.D.
WALTER G. JEBE, SR.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

DOCUMENTS DEPT.
AUG 29 1994
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Tuesday, August 16, 1994

The San Francisco Public Library Commission held a special meeting on August 16, 1994, in the Lurie Room, Main Library.

I. CALL TO ORDER

The meeting was called to order at 5:30 PM by Commission President James Herlihy. The call to order was followed by the pledge of allegiance.

II. ROLL CALL

The following commissioners were noted present: Karen Crommie; Thomas Gee; James Herlihy; Walter Jebe, Sr.; Fran Streets; Norman Wechsler; and Jan Zivic.

III. ANNOUNCEMENT

President Herlihy welcomed Marjorie Stern who spoke in support of the November bond issue to renovate the current main library for use by the Asian Art Museum. Ms. Stern urged members of the Public Library Commission to sign ballot arguments in support of the bond proposal.

IV. FINANCE COMMITTEE REPORT
Commissioner Norman Wechsler, Chair

Commissioner Wechsler reported to the Commission the Finance Committee's recommendation to approve funding for two positions in the Department of Human Resources for a period of six months beginning September 1, 1994, and ending March 1, 1995, with review of the positions in January 1995.

In response to a question from Commissioner Streets, Kenneth Dowlin, city librarian, explained that the Commission had already requested funding for two personnel analysts to work in the library's personnel department, and that the positions presently being proposed were for two additional analysts who would be employed by the

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

Department of Human Resources to provide support for the library's classification updates, accelerated civil service examinations, and hiring.

Commissioner Crommie moved approval of the Finance Committee's recommendation to fund two positions in the Department of Human Resources for a period of six months beginning September 1, 1994, and ending March 1, 1995.

ACTION: Unanimously approved

V. DISCUSSION OF SEIU LOCAL 790 CONTRACT AND ITS IMPACT ON THE PUBLIC LIBRARY

The city librarian introduced Wendell Pryor, director of the Department of Human Resources (DHR). Mr. Dowlin explained that primary responsibility for the city's labor negotiations rests with DHR through its Employee Relations division.

Mr. Pryor encouraged the Commission to invite Geoffrey Rothman, director of Employee Relations, to a meeting after DHR assembles a presentation for city departments detailing SEIU contract provisions.

The DHR director described the 1991 passage of Proposition B which permitted city employee organizations to opt into full collective bargaining and binding arbitration. He reported that in 1993 SEIU (Service Employees International Union) was the first major contract to come under collective bargaining. Mr. Pryor recounted that negotiations reached an impasse resulting in binding arbitration which awarded the union's package and was subsequently upheld by the Board of Supervisors.

Mr. Pryor reviewed parallel discussions between the city and SEIU which occurred during litigation of the arbiter's decision and resulted in the proposed settlement agreement which has been ratified by SEIU membership and provides modification of the original award.

He pointed out that Proposition L in 1993 removed labor relations and contract negotiations from the mayor's office and placed them into DHR.

Mr. Pryor described these elements in the proposed contract agreement:

- Saving the city $70-million by deferring third-year salary increases to the fourth year
- Limiting total city liability based on grievances filed previously under the contract to $125,000

- Providing an accelerated civil service testing program for long-term provisional employees in a variety of classifications
- Moving various departmental memoranda of understanding (MOUs) into the master contract; two departments--Department of Social Services and the Public Library--will negotiate new MOUs.

Mr. Pryor anticipated that the contract proposal would be submitted to the Civil Service Commission and Board of Supervisors this month for approval.

In response to a question from Commissioner Crommie, Ms. Buchbinder explained that the existing MOU contains provisions for operating issues such as minimum staffing levels, work rules, and procedures. She promised to provide members of the Commission with a copy of the library's memorandum of understanding with SEIU.

In response to a question from President Herlihy, Mr. Pryor estimated that the total economic package would average approximately 3% per year for employees represented by SEIU.

In response to a question from Commissioner Crommie, Mr. Pryor indicated that if the Library Commission requested, DHR would invite the union to reopen negotiations on issues such as premium pay for supervising volunteers.

Landis Whistler, a member of the public, expressed concern about the cost of employer-paid dependent health coverage for library employees.

Ed Regan, Social Security recipient, voiced support for membership in unions. He encouraged the library to ensure that the public understood the benefits that labor unions provide to employees.

VI. DISCUSSION OF IMPLEMENTING PROPOSITION E

A. By consensus the Commission changed the date of the regular meeting for this September to Wednesday, September 21, 1994, at 5:30 PM, in order to avoid conflicting with observance of Rosh Hashanah.

President Herlihy recalled four meetings with Commissioner Wechsler, library staff, and members of the mayor's office to discuss library budget issues. Based upon those discussions, he reported, staff prepared a document titled "Preliminary Feasibility Plan," dated August 16, 1994. (Attachment)

President Herlihy emphasized that the Preliminary Feasibility Plan was not a budget but a preliminary planning document based upon certain assumptions, including a static allocation for the library of $31.1-million a year for a three-year period, and full staffing of the new main library. Working with these assumptions, he stated, the library would face a significant deficit in the third year.

President Herlihy pointed out the capital improvements item in the document represented a contingency fund to be set aside to cover the projected deficit in later years. He noted that although the plan doubles the current book budget, funding for books would remain approximately $2.6-million a year less than the appropriate acquisitions budget for a city the size of San Francisco.

The Commission president recollected Mr. Pryor's report that placed the final economic package of the new contract at approximately 3% per year and pointed out that the increase in employee costs was not included in the Preliminary Feasibility Plan and would represent a significant deficit amount.

In response to a question from Commissioner Zivic, Mr. Dowlin stated that the amount listed as book budget was solely for books, and that magazines and periodicals were included under collection development and access. Nancy Musser, chief of technical services, placed the annual expenditure for periodicals at approximately $380,000, with rental books set at approximately $115,000. In response to questions from Commissioners Crommie and Jebe, Seema Grover, senior administrative analyst, indicated that collection development and access included both technical services and automation services, including salaries, materials, and supplies.

Commissioners Zivic and Jebe expressed support for funding a larger book budget.

In response to a question from Commissioner Streets, President Herlihy explained that the item listed as capital improvements in the Feasibility Plan was primarily an operating reserve to fund services at the new main and cover the projected deficit.

Commissioner Crommie agreed that a reserve fund might be necessary but suggested that the projected deficit represented an overestimation of the number of employees necessary to staff the new main library. In response to questions from the commissioner, Ms. Buchbinder anticipated that staffing the new main library and extending open hours at the branches would require approximately 150 additional staff.

Dianne Filippi, chair of Keep Libraries Alive, opposed the creation of a reserve fund. She described ongoing negotiations regarding the controller's calculation of the Public Library's baseline budget. Ms. Filippi corrected an error in the press which reported that Proposition E funds were being used to renovate Chinatown Branch Library.

President Herlihy noted that the Preliminary Feasibility Plan was based on conservative budget assumptions and suggested that staff produce other scenarios which assume increases in revenue during the three-year period.

Mr. Whistler urged the library to disclose more specific budget information, and he provided the Commission with a letter from Library TNT in support of increasing the book budget.

President Herlihy requested that the city attorney's office determine what liability might be created if the Commission did not provide a reserve in the current budget. He expressed concern that the projected future deficit might prevent the library from fulfilling the obligations for open hours now mandated by the city charter.

John Coll, retired librarian, described a previous program at the library that purchased out-of-print books for the collection and cited several out-of-print books that he had contributed to the Public Library. President Herlihy expressed gratitude to Mr. Coll for his generous support.

Jean Amos, member of the public, encouraged the Commission to include the public in budget discussions when specific information was available. President Herlihy promised that the process would be open and accessible.

Dean Mitchell, member of the public, expressed concern about administrative salaries and lost and missing books.

In response to a question from Mr. Regan regarding overtime, Ms. Buchbinder explained that some library employees were eligible to receive overtime pay and others receive compensatory time off.

John Lazarus, Friends of the Public Library, cautioned against the library setting aside a reserve fund.

Ellen Egbert, member of the public, questioned the capital improvements item in the Preliminary Feasibility Plan. Ms. Egbert stated that Proposition E requires that open hours and book purchases be the library's priorities in expending charter amendment funds.

Rosalyn Koo, Friends of the Chinatown Branch Library, warned that over time inflation would reduce the budget for books. She encouraged the Commission to support book purchases and to ensure an adequate collection in both English and Chinese at Chinatown Branch.

Commissioner Crommie pointed out that the book budget was the only item explicitly delineated in the Feasibility Plan. The commissioner expressed strong opposition to using reserves solely for paying salaries at the new main.

B. President Herlihy welcomed David Binder whose research company conducted the library users survey. Mr. Binder provided an August 15, 1994, memorandum to the Commission and city librarian describing major findings of the telephone portion of the survey. (Attachment)

Mr. Binder reported that the clipboard survey at the branches had been completed with the exception of Ocean View. He described responses and exhibited graphs of survey results in areas such as preferences for open hours, books and materials selections, and non-English services. Mr. Binder informed the Commission that a final report would be produced once the branch surveys have been tabulated.

In response to a question from Commissioner Wechsler, Mr. Binder reported that there was strong public support for providing library materials and services in languages other than English, and that this support was consistent even among individuals who are primarily English speaking.

In response to a question from Commissioner Streets, Mr. Binder acknowledged a discrepancy between the ethnic mix of the city as a whole and the ethnic mix of the respondents in the survey. He noted an undersampling of people of color, particularly Asians, but questioned whether correction of that underrepresentation would significantly affect the survey's results.

In response to a question from Commissioner Crommie, Mr. Binder identified a typographical error in the report the commissioners had received. He noted that the correct percentage of respondents who had a personal computer with modem in their homes was 31%.

Mr. Mitchell offered a suggestion for surveying library patrons who sought access to videotapes, and Mr. Regan suggested a mail-in survey.

Marti Kashuba, member of the public, described the clipboard questionnaire as challenging. She suggested that the public wanted books, hours, and professional staff at the library.

President Herlihy thanked Mr. Binder for his presentation.

C. Commissioner Crommie provided a draft agenda for the Proposition E public hearings. (Attachment)

She suggested the commissioners consider the items to be introduced at the meeting, citing budget concerns in particular. Commissioner Streets favored confining the agenda to items specified in Proposition E and inviting the public to attend Commission meetings to discuss budget items and priorities. Commissioner Zivic agreed and suggested that the hearings should primarily consist of the presiding commissioner listening to public testimony.

Marsha Popper, member of the public, suggested asking what library users believed was necessary to improve the quality of their branch.

Mr. Whistler suggested that the description of Proposition E mandates include books.

Ms. Kashuba cautioned against using the hearings to establish a 10-year strategic plan.

Ms. Koo noted that Chinatown Branch Library is in a temporary site that lacks sufficient space for the public hearing. Julia Moll, deputy city attorney, agreed to examine the issue but suggested that the language of Proposition E seemed to explicitly require that the hearing take place in the branch. Ms. Koo described the need to provide translation at the Chinatown hearing.

Commissioners Jebe and Zivic agreed that translation at the hearings was particularly important at those branches which possess significant non-English collections.

Commissioner Crommie noted that the agenda should inform the public when copies of the results of the public hearings would be available at the branch libraries.

President Herlihy called attention to the August 15, 1994, "Main Library: Data Sheet" which was distributed. (Attachment)

VII. PUBLIC COMMENT

President Herlihy's invitation for additional public comment on matters before the Public Library Commission yielded no response.

VIII. ADJOURNMENT

President Herlihy adjourned the August 16, 1994, special meeting of the San Francisco Public Library Commission at 7:50 PM.

Preliminary Feasibility Plan
16-Aug-94

	FY 93-94 full year budget	FY 94-95 full year budget w/half year prop e	FY 95-96 full year budget*	FY 96-97 full year budget**
	13,400,000	18,247,500	20,847,500	21,600,000
Main				
Branches				
Support Services	1,100,000	1,300,000	1,300,000	1,300,000
Collection Dev &		4,300,000	4,800,000	4,200,000
Access	3,600,000			
*book budget	1,100,000	2,000,000	2,000,000	2,000,000
Administration	1,400,000	1,600,000	1,600,000	1,600,000
OCS	270,000	300,000	300,000	300,000
Capital				
Improvements***		3,350,000	250,000	100,000
Total	**$20,870,000**	**$31,097,500**	**$31,097,500**	**$31,100,000**

Assumes constant $31.1 million budget for 3 years- No increases or decreases

*New Main Library opens 3/96
**New Main Library open full year
***To be used :
to main 1028 open hours
to increase book budget
capital improvements
contingencies

COLA's not included in the salary costs listed above

DAVID BINDER RESEARCH
295 Fell Street, Suite B, San Francisco, CA 94102
Voice: 415-922-2636, Fax: 415-922-2706

MEMORANDUM

To: Library Commission
Ken Dowlin

From: David Binder

Date: August 15, 1994

Subject: Summary Results of Telephone Survey on Library Hours, Services and Materials

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In response to the mandate of Proposition E, a telephone survey was conducted among random San Francisco residents to determine their preferences for hours, materials and services provided by San Francisco's public libraries. Twelve hundred respondents were interviewed by telephone between July 15 and July 27, 1994. Sampling was done by using random digit dialing techniques, which ensure equal representation of listed and unlisted househoulds. Interviews were conducted in English, Spanish and Cantonese. The results are subject to a margin of error of 2.8%, which means that results shown here should be within 2.8% of results that would be obtained if all San Francisco residents were interviewed.

Following are the key findings of this survey:

- When asked what dates and times they would expect to use libraries, respondents most often cited **Saturday afternoons, weekday evenings, weekday late afternoons, Saturday mornings and Sunday afternoons.** Respondents are much less likely to visit libraries during Saturday evenings and Sunday mornings. There is no clear preference among the choices between weekday evening, Saturday and Sunday hours, although weekday evening and Saturday hours appear to be more important than Sunday hours. A majority of respondents feel that the libraries should close at 9:00 PM when open in the evenings.

- Slightly more respondents rated "**increasing the selection of books and materials**" critical or very important than gave similar ratings to increasing hours and services. 71% of respondents felt it critical or very important to increase books, compared to 63% that felt similarly for increasing week-end hours, 61% for evening hours, and 58% for increasing the level of services. Although, when asked what is the single best way to improve the library system (without choice categories provided to respondents), 27% said "open more hours", compared to 12% that wanted an increase in the selection of books and materials. This indicates that the lack of open hours is foremost on the minds of the respondents, although when prompted, they also strongly feel the need for an increased selection of books.

- When asked about the importance of providing various materials at the library, respondents gave strong preference to "**reference materials, such as encyclopedias and almanacs,**" and "**books for children and teen-agers.**" (92% of respondents felt the former was either absolutely critical or very important, and 90% of the latter.) Over half of the respondents also felt it critical or very important to provide **magazines and newspapers**, "**how-to books for personal information,**" and **books in non-English languages**. Relatively fewer respondents found it important to provide best-selling books and non-print materials, such as audiotapes and videotapes.

- Among a list of thirteen services that could be provided by public libraries, the respondents gave priority to five (i.e. about 80% or more rated them critical or very important): **summer reading programs for children, providing professional librarians to answer questions, providing services for seniors, a literacy program to teach adults to read, and increasing services to people with disabilities**. About two of three respondents felt it critical or very important to provide **recreational reading for all ages, story times for children, access to computer databases, homework assistance for junior high and high school students, and increasing services for those who primarily speak a language other than English**. Less than one in two respondents felt it critical or very important that the libraries provide **outreach services to those who are currently not using the library, provide special programs for adults, and provide videotapes and recordings for loan.**

- There is some interest in computerizing some library functions, and providing access to **computer databases**. Nearly two in three respondents stated they would be willing to pay a fee to access computer databases, with most saying they would pay between $1 and $5 for a fifteen-minute session. As expected, interest in computer databases increases with the income and education level of the respondent.

  When **non-users** of the library system were asked if any new service would cause them to use the library system, about two in three answered negatively or could not name one. For those that were able to name a new service, computerization was most frequently cited. Also, an unexpectedly high number of respondents (31%) stated they owned a home computer with a modem, who may be able to take advantage of such a new service.

- Non-users of the library system most frequently stated they had no need to visit the library or that they received their information elsewhere, when asked to name reasons for not visiting libraries. Other reasons frequently cited were that people are too busy, or are new to the area.

- Satisfaction with the current library program is mixed. **40% of respondents think the library is excellent or good, while 22% rate it poor or very poor.** 28% rate the libraries services "fair" and 10% were unable to rate. These ratings are higher than those given to public schools and roughly equivalent to other city departments, such as police and streets and sewers, but is below the rating of the fire department and parks & recreation.

  When asked about specific attributes of the libraries, about 40% disagreed that the libraries are "open when you need it." About 20% disagreed that the libraries have "up-to-date materials," "a wide selection of books," and is in a clean, attractive building. Respondents are very positive about the libraries having knowledgeable and professional staff, as well as friendly and courteous staff. 86% of respondents say that the libraries "provide answers to your questions."

As you know, we have also conducted a survey of 100 users of each of the branch libraries. Those results are currently being tabulated, and information from that survey will be made available by the end of the month.

San Francisco Public Library
Prop E (Library Preservation Fund) Hearing

A G E N D A

7:00 p.m. Description of Prop E and its mandates

- ☐ Library Preservation Fund
- ☐ Guaranteed open hours
- ☐ No library closings
- ☐ Survey of user's open hour preferences
- ☐ Neighborhood hearings in Main and all branches

7:10 p.m. Presentation of results of city-wide telephone poll.

7:20 p.m. Presentation of results of clipboard survey carried out at this branch.

7:30 p.m. Fiscal overview of the SFPL during the next three years: the need to establish a reserve fund.

7:35 p.m. Public comment period: What open hours would best serve this neighborhood? What other services would increase library usage?

8:15 p.m. Meeting secretary reviews points made during public comment.

8:25 p.m. Corrections and/or additions to secretary's report.

8:30 p.m. Adjournment.

MAIN LIBRARY: DATA SHEET

	93/94	92/93	91/92	90/91	89/90	88/89	86/87
Total Collection Use	1,723,287	1,686,364	1,885,534	1,963,853	*	2,100,707	n.a.
In-library Use	961,925	975,050	1,061,600	1,084,450	*	1,316,597	n.a.
Circulation	772,130	711,314	823,934	879,406	*	959,678	969,093
...% System Circ	23%	23%	28%	26%	*	29%	29%
...% Children	12%	12%	12%	10%	*	10%	10%
Patron Visits	942,606	925,451	979,238	846,753	*	818,475	1,171,483
Adult Prog. Attend.	5,015	3,7689	6,483	3,420	*	4,228	4,758
Children Prog. Attend	16,870	13,780	17,332	18,682	*	18,846	8,121
Questions	1,540,800	1,599,876	1,706,650	1,349,125	*	1,617,425	1,377,695
Collection (books)	1.5 mill.	same	same	same	*	same	n.a.

* In October, 1989, the Loma Prieta Earthquake closed the Main Library for three months while it reorganized. The exceptional year with three months of lost circulation, program and reference stats are therefore not included in this table.

OPEN HOURS IN 1993/94:

47 Hrs/week **6 Days/Week** TELEPHONE INFO: 69 Hrs/week (beginning 5/94)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10 - 6	12 - 9	10 - 6	10 - 6	12 - 6	10 - 6	Closed

OPEN HOURS IN 1986/87:

61 Hrs/week **7 Days/week** TELEPHONE INFO: 61 Hrs/week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10 - 6	10 - 9	10 - 9	10 - 9	10 - 6	10 - 6	1 - 5

SELECTED SPECIAL FEATURES OF THE MAIN LIBRARY:

Branch facility for Downtown and other surrounding neighborhoods:
  Children's Room, Lending Library, Adult & Children Programs
Houses system-wide services:
  Support Services: security, supplies, engineering, janitorial, audio/visual & automation, branch room & extension services (in NML: administration, technical services, facilities maintenance & accounting)
  Direct Services: Inter-Library Loan (ILL), Tours and DRA orientations, back-up reference and circulation collections (1.4 million Main materials are used annually y patrons living outside the Main's neighborhoods.
Research & Resource collections for library system:
  Business, Trade Catalogs, Patents, Government Documents (5 million: SF, CA, US docs)
  Fine Arts, Music literature and scores, performing arts, av collections, picture file
  SF History files, SF photography file (3 million), Call-Bulletin morgue (40 million clippings)
  Special Collections: Gay/Lesbian History, Harrison Calligraphy, Schmulowitz Humor, Grabhorn Fine Printing, Dorothy Starr (300,000 music scores)
  McComus Science Fiction Collection
  Periodicals & Microforms (5 million)
  Effie Lee Morris Historical Children's Collection
  International Languages (over 40 languages)
Services to special clientele:
  Deaf & Hearing Impaired
  Learning Differences Center
  Project Read & Literacy Classes

CLIENTELE SERVED:

Tenderloin, Downtown, South of Market, Hayes Valley population:	71,084
Branch Residents (direct service population):	515,630

(Note: The circulation of Main materials to its immediate neighborhood is only 21%, the other 79% of its materials circulate to residents living outside the Tenderloin, Downtown, SOMA, & Hayes Valley areas.

DATA SUMMARY: MAIN LIBRARY 1990 US CENSUS

Category	Tenderloin		Hayes Valle		Downtown		SoMa		NEIGHBORHOOD		CITY-WIDE AREA	
										9.82%		100%
TOTALS BY RACE:	34,304		12,146		2,034		22,601		71,084		723,959	
White	16,131	47.0%	6,673	54.9%	1,149	56.5%	8,490	30.7%	32,443	45.6%	287,066	39.6%
African American	3,056	8.9%	2,275	18.7%	140	6.9%	2,095	7.2%	7,566	10.6%	79,039	10.9%
Native American	299	0.9%	57	0.5%	8	0.4%	175	0.5%	538	0.8%	3,456	0.5%
Asian/Pacific Islander	10,294	30.0%	1,475	12.1%	645	31.7%	4,855	16.4%	17,269	24.3%	210,876	29.1%
Hispanic origin:	3,278	9.6%	1,178	3.4%	64	0.2%	4,960	4.3%	9,480	13.3%	100717	13.9%
Other race	1,246	3.6%	488	4.0%	28	1.4%	2,026	0.0%	3,788	5.3%	42805	5.9%
LANGUAGE SPOKEN AT HOME												
Speak only English	16,895		7,719		1,162		8,410		34186.1	57.49%	396,596	58.3%
Spanish or Spanish Creole	2,705		816		73		3,510		7104	11.95%	75,933	11.2%
Chinese	4,902		358		390		1,231		6881	11.57%	114,145	16.8%
Tagalog	1,347		346		69		2,090		3852	6.48%	29,101	4.3%
Vietnamese	981		83		25		120		1209	2.03%	5,608	0.8%
French or French Creole	440		186		13		201		840	1.41%	8,487	1.2%
German	335		74		33		120		562	0.94%	5,811	0.9%
Japanese	297		94		30		114		535	0.90%	6,600	1.0%
Mon-Khmer	241		119		0		154		514	0.86%	1,201	0.2%
Korean	258		31		0		96		385	0.65%	5,314	0.8%
Italian	190		54		6		63		313	0.52%	7,428	1.1%
EDUCATIONAL ATTAINMENT									Total	%		
Less than 9th grade	3,413		623		222		2,436		6,693	13.79%	63,416	10.4%
9th to 12 grade, no diploma	4,239		908		266		2,131		7,543	15.54%	67,569	11.1%
High school graduate or equivalency	5,238		1,032		252		2,592		9,113	18.77%	114,239	18.8%
Some college, no degree	5,510		2,248		249		2,829		10,836	22.32%	123,394	20.3%
Associate degree	1,355		593		92		593		2,632	5.42%	37,539	6.2%
Bechelor's degree	3,606		2,242		360		2,008		8,216	16.93%	130,733	21.5%
Graduate or professional degree	1,279		1,028		254		948		3,509	7.23%	70,320	11.6%
MEDIAN HOUSEHOLD INCOME									AVERAGE:			
Median household income in 1989	17,835		32,732		53,050		33,880		$34,374.15		$33,414	
TENURE												
Owner occupied	282		944		63		298		1,585	4.8%	105,514	34.5%
Renter occupied	17,785		5,249		1,084		7,011		31,128	95.2%	200,070	65.5%
CITIZENSHIP									Totals:			
Born in United States:	18,854		8,430		1,240		10,128		38,652	88.45%	477,925	66.0%
Naturalized Citizen	3,267		827		202		2,490		6,786	12.02%	103,774	14.3%
Not a Citizen:	8,905		1,562		501		5,061		16,029	28.39%	142,260	19.7%
AGE									Totals:			
Preschool (up to 5 yrs old)	1,131		432		41		627		2,231	3.60%	35,599	5.0%
5 to 9 years	975		309		30		592		1,905	3.07%	18,421	2.6%
10 to 14 years	907		242		37		573		1,758	2.84%	30,140	4.2%
15 to 19 years	1,164		320		106		696		2,286	3.69%	35,362	5.0%
20 to 24 years	2,568		1,107		75		1,728		5,478	8.84%	59,103	8.3%
25 to 34 years	6,457		3,103		351		4,341		14,252	23.00%	158,534	22.2%
35 to 44 years	6,033		2,460		390		3,274		12,156	19.61%	129,853	18.2%
45 to 54 years	3,611		1,079		300		1,814		6,803	10.98%	74,855	10.5%
55 to 64 years	3,283		733		291		1,421		5,727	9.24%	66,680	9.3%
65 to 74 years	2,863		638		244		1,454		5,199	8.39%	57,270	8.0%
75 to 84 years	1,825		403		131		942		3,300	5.32%	35,962	5.0%
85 years and over	509		144		27		201		880	1.42%	12,148	1.7%

COMMENTS:

RACE: The majority of Asians in the Tenderloin are Vietnamese, heavy users of the Main Library.
The majority of Asians in the Downtown area are Chinese.

LANGUAGE: **Although Russian is among the top ten languages used in S.F., relatively few Russian language users live in the Main Library's neighborhoods**

INCOME: **The affluence of Downtown ($53,050) compared with the relative poverty of the Tenderloin ($17,835) indicates the diversity of the Main's clientele**

TENURE: **Relatively few people own homes in the Main's surrounding neighborhoods, renters are almost universal.**

CITIZENSHIP: **Almost surely undercounted, the number of non-citizens and immigrants is dramatically high in the Main's immediate service areas.**

15-Aug-94 c:/123/data/censum.wk4

City and County of San Francisco
Public Library Commission

94

FRANK M. JORDAN
Mayor

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President
KAREN CROMMIE
Vice President

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Commissioners

KENNETH E. DOWLIN
City Librarian

DOCUMENTS DEPT.
AUG 3 0 1994
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF LIBRARY COMMISSION MEETING DATE CHANGE

THE REGULAR MEETING OF THE SAN FRANCISCO PUBLIC LIBRARY COMMISSION OF TUESDAY, SEPTEMBER 6, 1994, HAS BEEN CHANGED TO SEPTEMBER 21, 1994 AT 5:30 PM, IN THE MAIN LIBRARY, LURIE ROOM.

8/29/94:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

T
16
1
18/94

Notice of Public Hearing

w/ Agenda

The San Francisco Public Library Commission will hold a public hearing to review and discuss the results of a community survey of users' preferences for open hours and services, as mandated by the Library Charter Amendment of June 7, 1994.

DOCUMENTS DEPT.
SEP - 1 1994
SAN FRANCISCO
PUBLIC LIBRARY

Main Library
Civic Center

Thursday, September 8, 1994
5:00 p.m.

For more information, please call 415-557-4277

CR8/10/94

TRANSLATORS WILL BE AVAILABLE:

Vietnamese
Chinese
Spanish
American Sign Language

San Francisco Public Library
Prop E (Library Preservation Fund) Hearing

AGENDA

DOCUMENTS DEPT.
SEP - 8 1994
SAN FRANCISCO
PUBLIC LIBRARY

- Description of Prop E and its mandates
    - ☐ Library Preservation Fund
    - ☐ Guaranteed open hours
    - ☐ Increase in books and materials
    - ☐ No library closings
    - ☐ Survey of user's open hour preferences
    - ☐ Neighborhood hearings in Main and all branches

- Presentation of results of city-wide telephone survey.*

- Presentation of results of clipboard survey* carried out at this branch.

- Public comment period: What open hours would best serve this neighborhood? What else would improve the quality of this library?

- Meeting secretary reviews points made during public comment.

- Corrections and/or additions to secretary's report.

- Adjournment.

*Surveys will be available at the check-out desk of every library.

DAVID BINDER RESEARCH
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RESULTS OF PROPOSITION E SURVEYS
SAN FRANCISCO PUBLIC LIBRARIES
AUGUST 1994

To meet the requirements of Proposition E, which passed with 70 percent of voters' approval last June, two surveys were conducted to determine preferences for library hours, materials, and services. First, a telephone survey was conducted among random San Francisco residents to determine general preferences, as well as to examine views of both library users and views of those who do not now use libraries. The second survey, (a "clipboard" survey) was conducted at each of San Francisco's 27 branch libraries and Main library to determine preferences of library users on a branch-specific basis.

The telephone survey interviewed twelve hundred respondents between July 15 and July 27, 1994. Sampling was done by using random digit dialing techniques, which ensure proportional representation of listed and unlisted househoulds. Interviews were conducted in English, Spanish and Cantonese. The results are subject to a margin of error of 2.8%, which means that results shown here should be within 2.8% of results that would be obtained if all San Francisco residents were interviewed.

The branch-specific survey interviewed 100 respondents (with some exceptions) at each branch library and at the Main Library. The vast majority of these interviews were conducted between July 26 and August 2, 1994.

Following public review and comments of these Proposition E Surveys' results, the City Librarian and Library Commission will make recommendations for changes in hours, materials and services throughout the San Francisco Public Library system. Changes based on these recommendations are expected to be put into effect in January 1995.

Key findings of the Proposition E Surveys include:

- On both surveys, respondents most often cited **Saturday afternoons, and weekday evenings**, as the times they would like to use the libraries. Secondarily, respondents chose **weekday late afternoons, Saturday mornings and Sunday afternoons.** Respondents are much less likely to visit libraries during Saturday evenings and Sunday mornings.

  Respondents to the branch surveys were divided on the number of evenings per week they think libraries should be open. 24% felt their branch library should be open three nights a week, 20% said two nights, 18% said five nights, and 11% felt their branch should be open

every night.

On both surveys, a majority of respondents felt that the libraries should close at 9:00 PM when open in the evenings.

- On the telephone survey, slightly more respondents rated "**increasing the selection of books and materials**" as critical or very important than gave similar ratings to increasing hours and services. 71% of respondents felt it critical or very important to increase books, compared to 63% that felt similarly for increasing week-end hours, 61% for evening hours, and 58% for increasing the level of services. There results were confirmed, and even more striking, on the clipboard survey, where 83% felt it critical or very important to increase the selection of books and materials.

  The telephone survey respondents also were asked what is the single best way to improve the library system (without choice categories provided to respondents). 27% said "open more hours," compared to 12% that wanted an increase in the selection of books and materials. This indicates that the lack of open hours is foremost on the minds of the respondents, although when prompted, they also strongly feel the need for an increased selection of books.

- When asked about the importance of providing various materials at the library, telephone survey respondents gave strong preference to "**reference materials, such as encyclopedias and almanacs**," and "**books for children and teen-agers**." (92% of respondents felt the former was either absolutely critical or very important, and 90% of the latter.) Over half of the respondents also felt it critical or very important to provide **magazines and newspapers**, "**how-to books for personal information**," and **books in non-English languages**. Relatively fewer respondents found it important to provide best-selling books and non-print materials, such as audiotapes and videotapes.

- Among a list of thirteen services that could be provided by public libraries, the respondents gave priority to five (i.e. about 80% or more rated them critical or very important):

  1) summer reading programs for children,
  2) providing professional librarians to answer questions,
  3) providing services for seniors,
  4) a literacy program to teach adults to read,
  5) increasing services to people with disabilities.

  About two of three respondents felt it critical or very important to provide **recreational reading for all ages, story times for children, access to computer databases, homework assistance for junior high and high school students, and increasing services for those who primarily speak a language other than English**. Less than one in two respondents

felt it critical or very important that the libraries provide **outreach services to those who are currently not using the library, provide special programs for adults, and provide videotapes and recordings for loan**.

The clipboard survey respondents confirmed these results by rating services for seniors and computer databases higher than special programs for teenagers, special programs for adults, providing videotapes, and collections in non-English languages.

- There is some interest in computerizing some library functions, and providing access to **computer databases**. Nearly two in three respondents stated they would be willing to pay a fee to access computer databases, with most saying they would pay between $1 and $5 for a fifteen-minute session. As expected, interest in computer databases increases with the income and education level of the respondent.

  When **non-users** of the library system were asked if any new service would cause them to use the library system, about two in three answered negatively or could not name one. For those that were able to name a new service, computerization was most frequently cited. Also, an unexpectedly high number of respondents (31%) stated they owned a home computer with a modem, who may be able to take advantage of such a new service.

- Non-users of the library system most frequently stated they had no need to visit the library or that they received their information elsewhere when asked to name reasons for not visiting libraries. Other reasons frequently cited were that people are too busy, or are new to the area.

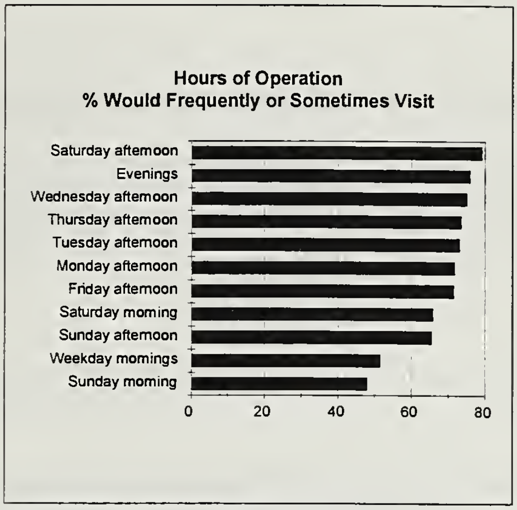
Accompanying this summary memo are three bound reports: cross-tabulated results of the telephone survey, cross-tabulated results of the clipboard surveys conducted at the branch libraries and the Main library, and a full written report, noting more detailed findings from both surveys.

For further information, please contact your branch librarian or call 415-557-4277.

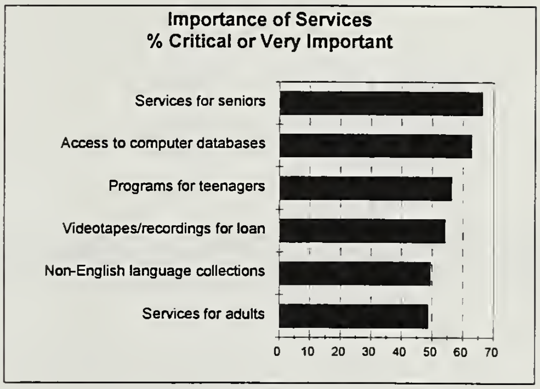
RESULTS OF BRANCH LIBRARY SURVEY-All branches and Main

(2,546 respondents surveyed between July 26 and August 24)

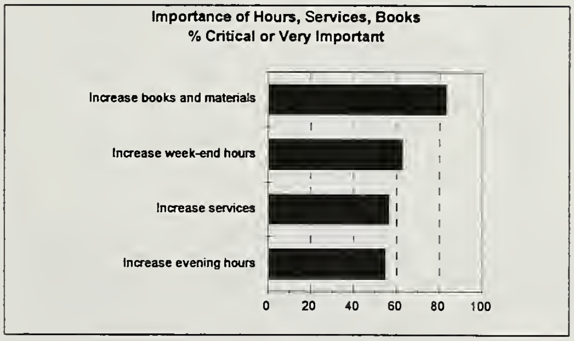
Preferences for Hours	% Would Frequently or Sometimes Use
Saturday afternoon	79.2
Evenings	75.9
Wednesday afternoon	75.1
Thursday afternoon	73.5
Tuesday afternoon	73.1
Monday afternoon	71.8
Friday afternoon	71.5
Saturday morning	65.9
Sunday afternoon	65.6
Weekday mornings	51.5
Sunday morning	48.0



Preferences for Services	% Critical or Very Important
Services for seniors	66.2
Access to computer databases	62.8
Programs for teenagers	56.3
Videotapes/recordings for loan	54.3
Non-English language collections	49.5
Services for adults	48.8



Hours, Services and Books	% Critical or Very Important
Increase books and materials	83.1
Increase week-end hours	62.8
Increase services	56.4
Increase evening hours	54.7



Notes: Branch respondents would most often use the branches Saturday afternoons, evenings, and weekday afternoons.

They feel increasing books and materials is more important than increasing hours and services.

Also, respondents would most often use the branch on Wednesday evening over any other evening, and feel the branch should close at 9pm.

Prepared by David Binder Research, August 1994

FINAL RESULTS: TELEPHONE SURVEY ON SF PUBLIC LIBRARIES
Sample Size=1200, Error Margin=2.8%
Interview Dates= July 15-27, 1994

Hello, this is ________________________ from ________ Research, an independent public opinion research firm. (IF PHONE IS ANSWERED BY A CHILD, ASK TO SPEAK TO AN ADULT IN THE HOUSEHOLD.) We are conducting a study of local issues in the community and would like to ask you some questions that will take about 10 or 15 minutes. (IF NECESSARY, SAY, "We are only interested in your opinions and are definitely not selling anything".)

A. First, what is your home zip code? ______________________________
(ALL SAN FRANCISCO ZIP CODES ARE BETWEEN 94101 AND 94199. IF RESPONDENT GIVES ZIP CODE NOT IN THAT RANGE, TERMINATE.)

1. In general, how would you rate the job that your local government is doing in providing public services to you? Would you say that it is doing an excellent, good, fair, poor, or very poor job?

EXCELLENT	3
GOOD	24
FAIR	49
POOR	14
VERY POOR	5
DON'T KNOW	6

2. Now I would like you to think about some specific departments and services that are provided by local government. For each service I read, please rate it either excellent, good, fair, poor, or very poor. (READ LIST. ROTATE.)

		Ex	Good	Fair	Poor	VPoor	DK
a.	Police department	4	41	39	10	2	4
b.	Fire department	22	55	13	1	<1	9
c.	Parks and recreation	10	46	28	9	2	5
d.	Streets and sewers	3	32	37	20	4	4
e.	Public libraries	5	35	28	17	5	10
f.	Public schools	1	13	28	29	10	20

3. Now, I would like you to think about the number of times you have visited the Main public library in Civic Center in San Francisco for any reason in the last 12 months. Approximately how many times have you yourself visited the Main public library in the last 12 months? (IF RESPONDENT HAS TROUBLE, STATE: Just your best guess.) (CODE 997=997 or more, 998=Don't Know, 999=No Answer)

Number of Times: *None=47%, 1-2=19%, 3-5=15%, 6-10=8%, 11-20=6%, over 20=5%*

4. Now, I would like you to think about the number of times you have visited any of San Francisco's branch libraries for any reason in the last 12 months. Approximately how many times have you yourself visited branch libraries in the last 12 months? (IF RESPONDENT HAS TROUBLE, STATE: Just your best guess.) (CODE 997=997 or more, 998=Don't Know, 999=No Answer)

Number of Times: *None=37%, 1-2=17%, 3-5=16%, 6-10=10%, 11-20=12%, over 20=8%*

5. When was the last time you visited any San Francisco public library for any reason? Was it... (READ CHOICES).

WITHIN THE LAST 7 DAYS	15
BETWEEN 8 AND 14 DAYS AGO	7
BETWEEN 14 AND 30 DAYS AGO	11
BETWEEN ONE AND THREE MONTHS AGO	24
BETWEEN THREE AND SIX MONTHS AGO	11
BETWEEN SIX AND TWELVE MONTHS AGO	9
OVER A YEAR AGO	15
NEVER	8
[do not read] REFUSED	<1

(ASK QUESTIONS 6 AND 7 ONLY TO THOSE THAT ANSWERED "ZERO" OR "NONE" TO BOTH QUESTIONS 3 AND 4.)

6. What is the main reason why you have not visited a public library in San Francisco in the last 12 months? (OPEN-END. WRITE VER BATIM RESPONSE ON LINES BELOW. DO NOT READ CHOICES. TRY TO FIT RESPONSE INTO CATEGORIES BELOW. ACCEPT ONE ANSWER ONLY.) [n=274]

HAVE NO REASON TO/DO NOT USE LIBRARIES	25
INCONVENIENT LOCATION	4
INCONVENIENT HOURS	6
LIBRARY DOES NOT HAVE UP-TO-DATE MATERIALS	2
LIBRARY IS IN UNSAFE AREA	1
TOO BUSY	12
DO NOT READ	3
GET MY INFORMATION ELSEWHERE	27
USE LIBRARIES IN OTHER AREAS	1
AM HOUSEBOUND/DON'T GET OUT OF HOUSE	5
LIBRARY IS TOO HARD/CONFUSING TO USE	1
LIBRARY IS TOO CROWDED	0
NOT ENOUGH MATERIALS IN NON-ENGLISH LANGUAGES	1
AM NEW TO AREA	8
LOCAL BRANCH CLOSED	1
DON'T KNOW LOCATION	<1
OTHER	1
DON'T KNOW	1
NO ANSWER	1

(ASK ONLY TO THOSE THAT ANSWERED "ZERO" OR NONE" TO BOTH QUESTIONS 3 AND 4).

7. Is there any additional service that the San Francisco Public Libraries could provide that would cause you to use the library system? **[n=274]**

EXPAND/ADD VIDEOTAPE SERVICES	3
COMPUTER CLASSES/EDUCATION	1
COMPUTER DATABASE	4
MOBILE LIBRARY SERVICES/DELIVERY	3
LONGER/MORE CONVENIENT HOURS	5
ON-LINE COMPUTER SERVICES	2
ETHNIC MATERIALS	1
TRANSPORTATION TO LIBRARY	1
COPIER/BUSINESS SERVICES	1
REFERENCE ORGANIZATIONS	1
HOME COMPUTER ACCESS	1
PARKING AVAILABLE	1
ACADEMIC/TECHNICAL JOURNALS/BOOKS	2
MORE UP-TO-DATE MATERIALS	3
LINK TO OTHER LIBRARIES/INFO HIGHWAY	1
WORK/STUDY SPACE	<1
RESOURCES FOR CHILDREN/TEENS	1
CONVENIENT BRANCHES	1
PRESENTATIONS BY AUTHORS	<1
PUBLICITY/PROMOTIONS	1
SAFETY/SECURITY MEASURES	1
SPECIAL PROGRAMS/EVENTS/CLASSES	1
NO/NONE	38
OTHER	2
DON'T KNOW	25

(ASK EVERYONE)

8. In your opinion, what is the single best way to improve San Francisco's public library services? (OPEN-END. WRITE VER BATIM RESPONSE BELOW. DO NOT READ CATEGORIES. TRY TO CODE INTO THE RESPONSE CATEGORIES BELOW.)

OPEN MORE HOURS	27
INCREASE SELECTION OF BOOKS/MATERIALS	12
COMPUTERIZE/IMPROVE TECHNOLOGY	4
IMPROVE QUALITY OF STAFF	2
HIRE MORE STAFF	3
IMPROVE BUILDING/FACILITY	3
INCREASE CHILDREN'S SERVICES	2
IMPROVE PARKING	<1
EXPAND AWARENESS/USE/INTEREST	3
GIVE THEM MORE MONEY (gen)	7
CREATE MORE BRANCHES	2
HAVE SPECIAL PROGRAMS/CLASSES/EVENTS	1
EXPAND BOOKMOBILE	<1
DELIVER TO DISABLED/HOUSEBOUND	0
KEEP OPEN	2
CHANGE GOVERNMENT MANAGING	1
MORE VOLUNTEERS	1
ADDRESS HOMELESS/LOITERERS	1
NOTHING/LIBRARIES ARE FINE	5
OTHER	4
DON'T KNOW	21

9. Now I am going to read you a list of hours and days of the week in which San Francisco's libraries might be open. For each one I read, please tell me how often you think you would visit the library during that time period. How often would you visit the library (READ FIRST ITEM.) Would you visit the frequently, sometimes, seldom or never during that time? (REPEAT WITH OTHER ITEMS).

		Frequently	Sometimes	Seldom	Never	Don't Know
a.	Weekday mornings between 9am to noon	10	20	24	45	2
b.	Weekday afternoons between noon and 3pm	15	27	21	35	2
c.	Weekday afternoons between 3pm and 6pm	21	33	20	24	2
d.	Weekday evenings between 6pm and 9pm	29	26	16	27	2
e.	Saturday mornings between 9am and noon	23	28	19	28	2
f.	Saturday afternoons between noon and 6pm	29	33	15	21	2
g.	Saturday evenings between 6pm and 9pm	8	15	26	49	2
h.	Sunday mornings between 9am and noon	10	18	21	49	2
i.	Sunday afternoons between noon and 5pm	21	30	16	31	2

10. Which is more important to you -- that San Francisco's public libraries are open during weekday evenings, that they are open on Saturdays, that they are open on Sundays, or are all three equally important?

OPEN WEEKDAY EVENINGS	23
OPEN SATURDAYS	16
OPEN SUNDAYS	4
ALL THREE	52
[vol] NEITHER	2
DON'T KNOW	2

11. Thinking about the hours of San Francisco's branch libraries, do you think that all branch libraries throughout San Francisco should have similar hours of operation, or should each branch have its own hours according to the needs of the neighborhood?

ALL BRANCHES OPEN THE SAME HOURS	25
BRANCHES HAVE THEIR OWN HOURS	72
DON'T KNOW	3

12. When San Francisco's public libraries are open in the evenings, at what time do you think they should close? (READ CHOICES)

7pm	9
8pm	21
9pm	53
Later than 9pm (________________)	14
[vol] DIFFERENT TIMES FOR DIFFERENT BRANCHES	2
DON'T KNOW	2

13. In general, when you visit San Francisco's public libraries, do you find what you are looking for?

YES	63
NO	9
[vol] SOMETIMES YES, SOMETIMES NO	20
DON'T KNOW	8

14. Now I would like to ask you about some specific attributes of San Francisco's public libraries. For each statement I read, please tell me if you agree or disagree. (IF RESPONDENT AGREES OR DISAGREES, ASK:) Is that strongly (dis)agree or just somewhat (dis)agree? (READ LIST. ROTATE.)

		STRNG AGREE	SOME AGR	SOME DIS	STRNG DIS	DON'T KNOW
a.	Is open when you need it	22	31	23	17	8
b.	Has up-to-date materials	25	38	16	7	13
c.	Has friendly and courteous staff	52	32	5	2	9
d.	Has knowledgeable and professional staff	51	32	4	2	12
e.	Is in a clean, attractive building	33	42	12	7	6
f.	Is safe	39	39	10	4	8
g.	Provides answers to your questions	51	35	4	1	9
h.	Is easy to use	45	37	7	3	7
i.	Has a wide selection of books	38	34	11	7	10
j.	Has a wide selection of reference materials	38	34	10	4	14

[THERE IS NO QUESTION 15 ON THIS SURVEY.]

16. Now thinking about the various materials that can be found at the library, again please tell me if you feel it is not important , somewhat important, very important, or absolutely critical that the library provide that material. (READ LIST. ROTATE.)

		NOT IMPT	SOME IMPT	VERY IMPT	ABSOL CRIT	DON'T KNOW
a.	Best-selling books	12	42	32	12	2
b.	"How-to" books for personal information	3	34	46	15	2
c.	Magazines and newspapers	8	29	43	20	1
d.	Non-print material, such as audiotapes, videotapes and CDs	15	38	33	11	3
e.	Books for children and teen-agers	2	6	52	38	1
f.	Reference materials, such as encyclopedias and almanacs	1	6	45	47	1
g.	Books in languages other than English	9	30	38	22	1

17. Now I am going to read you some different services that can be provided by public libraries. For each that I read, please tell me if you feel the service is not important , somewhat important, very important, or absolutely critical. (READ LIST. ROTATE.)

		NOT IMPT	SOME IMPT	VERY IMPT	ABSOL CRIT	DON'T KNOW
a.	Provide story times for children	4	24	49	22	1
b.	Provide videotapes and recordings for loan	14	43	32	9	2
c.	Provide homework assistance to junior high and high school students	11	23	40	24	2
d.	Provide summer reading programs for children	2	13	53	32	1
e.	Provide services for seniors, such as large print books	2	15	53	29	1
f.	Provide recreational reading for all ages	3	22	51	23	1
g.	Provide special programs for adults, such as lectures and author readings	9	44	35	11	1
h.	Increase services for people who do not speak English as their primary language	12	30	39	16	5
i.	Provide a professional librarian to answer my questions	2	12	48	37	1
j.	Provide access to computer databases, such as Internet	6	23	41	25	5
k.	Provide outreach services to people who don't currently use the library	9	37	35	15	3
l.	Provide a literacy program that teaches adults to read	6	14	43	37	1
m.	Increase services to people with disabilities	2	16	48	31	3

18. How important is it to you that San Francisco public libraries do the following? Again, please tell me if you think it is not important , somewhat important, very important, or absolutely critical . (READ CHOICES). (ROTATE LIST.)

		NOT IMPT	SOME IMPT	VERY IMPT	ABSOL CRIT	DON'T KNOW
a.	Increase evening hours	9	24	42	19	5
b.	Increase week-end hours	7	25	43	20	5
c.	Increase the level of services provided to library users	6	29	41	17	6
d.	Increase the selection of books and materials	4	20	50	21	5

19. Because access to computer databases is sometimes costly, some have said that the public libraries should charge a fee for the public to access these databases. Would you be willing to pay a fee to use a computer database?

YES	64
NO	23
DON'T KNOW	5
DEPENDS ON PRICE	8

(IF YES OR DEPENDS:)

19a. How much would you be willing to pay for a 15-minute session using a computer database?

$1=21%, $2=16% $3=9%, $4=1%, $5=17%, $6-10=6%, $11 or more=3%, DK=26%

20. Would you support establishing a section in your neighborhood branch library that would contain historical archives of your neighborhood?

YES	70
NO	24
DON'T KNOW	6

21. What is the name of the branch library closest to where you live?

Anza	1.5	North Beach	3.0
Bayview/Anna E. Waden	2.0	Ocean View	0.6
Bernal Heights	2.9	Ortega	0.8
Chinatown	2.5	Park	1.2
Eureka Valley/Harvey Milk	3.1	Parkside	2.8
Excelsior	4.2	Portola	1.7
Glen Park	1.8	Potrero	1.1
Golden Gate Valley	0.5	Presidio	1.7
Ingleside	0.8	Richmond	5.9
Library for the Blind	0.1	Sunset	4.3
Marina	4.0	Visitacion Valley	1.0
Merced	1.5	West Portal	4.1
Mission	8.5	Western Addition	3.3
Noe Valley/Sally Brunn	3.7	MAIN LIBRARY/CIVIC CENTER	11.3
		Other ____________________	6.7
		Don't Know	13.8

22. Now some questions about yourself to compare your answers with others that participate in our study. First, what is your age? (IF REFUSED, CODE FROM SAMPLE SHEET. IF MISSING, CODE "99")

AGE: Under 18=5% 18-29=28%, 30-39=26%, 40-49=18%, 50-64=12%, 65+=9%, ref=2%

23. Do you own or rent your home? (IF REFUSED, CODE FROM SAMPLE SHEET.)

OWN	31
RENT	62
REFUSED	1
OTHER	6

24. Which of the following ethnic groups describes you? (READ LIST.)

CAUCASIAN/WHITE/EUROPEAN-AMERICAN	55
LATINO/HISPANIC/MEXICAN	11
BLACK/AFRICAN-AMERICAN	9
CHINESE	10
JAPANESE	2
FILIPINO	4
VIETNAMESE	1
KOREAN	<1
OTHER ASIAN/PACIFIC ISLANDER	2
NATIVE AMERICAN	1
RUSSIAN	<1
OTHER (____________________)	2
MIXED RACE	2
REFUSED	2

25. What language do you usually speak when at home?

ENGLISH	82
SPANISH	7
CANTONESE	5
MANDARIN	<1
VIETNAMESE	1
TAGALOG	1

RUSSIAN	<1
FRENCH	<1
OTHER ____________________	3
REFUSED	<1

26. What is your marital status? Are you ... (READ CHOICES).

MARRIED	28
SEPARATED	2
DIVORCED	7
WIDOWED	4
SINGLE	58
REFUSED	1

27. Which category best describes your total household income for 1993 before taxes? (READ CATEGORIES.)

Under $15,000	16
$15,000 to just under $30,000	21
$30,000 to just under $50,000	24
$50,000 to just under $75,000	12
$75,000 or more	13
DON'T KNOW	6
REFUSED	10

28. Which of the following best describes your level of education?

Have not completed high school	9
High school graduate or GED	12
Have taken college or vocational courses, but have not graduated college	26
College graduate	30
Post-graduate work/Master's/PhD or professional degrees	23
Refused	1

29. Do you currently have children under the age of 18 living at home?

YES	24
NO	75
REFUSED	1

30. Are you currently employed outside of the home, either full or part-time?

YES	71
NO	28
REFUSED	1

31. Do you currently have a home computer with a modem that can be used to access information databases?

YES	31
NO	69
REFUSED	1

That's all the questions I have. Thank you for your time. Good-bye.

32. RECORD SEX:

FEMALE	52
MALE	48

FINAL RESULTS:
ALL BRANCH LIBRARIES AND MAIN LIBRARY "CLIPBOARD" SURVEY
N=2,546
Survey Dates = July 26 - August 19, 1994

Please answer the following questions as honestly as you can. Because you are part of a random sample, your opinions are very important.

1. Approximately how many times have you yourself visited this branch library in the last 12 months?

   Number of Times: <6=21%, 6-10=14%, 11-20=21%, 21-30=14%, 31-50=14%, 51+=16%

2. Please check how often you think you would visit this branch library if it were open at the following time periods -- frequently, sometimes, seldom, or never? (CHECK ONE PER ITEM.)

	Frequently	Sometimes	Seldom	Never
a. Monday afternoons (noon-6pm)	30	42	17	11
b. Tuesday afternoons	29	44	17	10
c. Wednesday afternoons	31	44	16	9
d. Thursday afternoons	28	45	17	10
e. Friday afternoons	30	42	18	10
f. Saturday afternoons	46	33	14	7
g. Sunday afternoons	34	31	18	17
h. Weekday mornings (9am-noon)	25	27	26	22
i. Saturday morning	35	31	20	14
j. Sunday morning	23	25	25	27
k. Evenings (6pm-9pm)	43	33	13	11

3. How many evenings per week do you think it is appropriate for this branch library to be open? (Circle your choice).

1	2	3	4	5	6	7	none
6	*20*	*24*	*10*	*18*	*8*	*11*	*3*

4. Which ONE evening per week are you most likely to use this branch library? (Circle your choice)

Mon	Tue	Wed	Thur	Fri	Sat	Sun	none
11	*10*	*35*	*11*	*13*	*8*	*4*	*8*

5. If you wanted to use this branch library on an evening or week-end and found it to be closed, would you be satisfied if a nearby branch library were open?

   50 YES 50 NO

6. When open in the evenings, what time do you think this branch library should close?

   7 - 7pm 25 - 8pm 60 - 9pm 8 -Other

7. How important is it to you that this branch library add or increase the following services? Is it not important, somewhat important, very important, or absolutely critical to you? (CHECK ONE PER ITEM.)

	Not Impt	Somewhat Important	Very Impt	Absolutely Critical
a. Special programs for teenagers, such as summer job clinics	14	30	38	18
b. Provide access to computer databases, such as Internet	10	27	42	21
c. Collections in languages other than English	17	33	34	15
d. Provide videotapes and recordings for loan	11	35	39	15
e. Providing services for seniors, such as large print books	8	26	44	22
f. Provide services for adults, such as lectures and author readings	13	38	36	13

8. How important is it to you that this branch library do the following: (CHECK ONE PER ITEM.)

	Not Impt	Somewhat Important	Very Impt	Absolutely Critical
a. Increase evening hours	11	34	37	18
b. Increase week-end hours	8	29	41	22
c. Increase services and programs for some populations, such as seniors and teenagers	10	34	39	17
d. Increase the selection of books and materials	3	14	44	39

9. What is your age group?

Under 18	18-29	30-39	40-49	50-64	65+
9	*19*	*23*	*22*	*15*	*12*

10. Which of the following ethnic groups describes you?

Chinese	16	White/Caucasian	55
Japanese	2	Black/African-American	9
Filipino	2	Latino/Mexican/Hispanic	7
Vietnamese	1	Native American	<1
Korean	<1	Mixed Race	4
Other Asian	1	Other (____________________)	3

11. Which of the following best describes your level of education?

Have not completed high school	10	College Graduate	32
High school graduate or GED	8	Post-graduate work/Master's Degree/ PhD or professional degree	27
Have taken college or vocational courses, but have not graduated college	23		

12. Do you currently have children under the age of 18 living at home?

Yes	31	No	69

13. Your gender:

Female	57	Male	43

14. Any comments? (You may use an additional sheet of paper, if necessary.)

(24%, or 609 surveys had written comments)

THANK YOU!

Branch Library Survey Results

Branch
Main

	Number	Percent
Visits to branch library		
5 or less	31	25.8%
6-10	13	10.8%
11-20	25	20.8%
21-30	9	7.5%
31-50	15	12.5%
51+	27	22.5%
Monday afternoon		
Frequently	31	27.7%
Sometimes	50	44.6%
Seldom	22	19.6%
Never	9	8.0%
Tuesday afternoon		
Frequently	29	26.6%
Sometimes	53	48.6%
Seldom	18	16.5%
Never	9	8.3%
Wednesday afternoon		
Frequently	35	30.7%
Sometimes	50	43.9%
Seldom	16	14.0%
Never	13	11.4%
Thursday afternoon		
Frequently	32	29.4%
Sometimes	48	44.0%
Seldom	19	17.4%
Never	10	9.2%
Friday afternoon		
Frequently	29	26.9%
Sometimes	47	43.5%
Seldom	23	21.3%
Never	9	8.3%
Saturday afternoon		
Frequently	46	41.4%
Sometimes	46	41.4%
Seldom	17	15.3%
Never	2	1.8%
Sunday afternoon		
Frequently	34	32.4%
Sometimes	41	39.0%
Seldom	21	20.0%
Never	9	8.6%
Weekday mornings		
Frequently	30	28.8%
Sometimes	37	35.6%
Seldom	24	23.1%
Never	13	12.5%
Saturday morning		
Frequently	38	34.5%
Sometimes	48	43.6%
Seldom	18	16.4%
Never	6	5.5%

Note: Tables exclude those who did not answer specific question.

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Branch Library Survey Results

Branch
Main

	Number	Percent
Sunday morning		
Frequently	23	22.3%
Sometimes	33	32.0%
Seldom	29	28.2%
Never	18	17.5%
Evenings		
Frequently	53	46.5%
Sometimes	40	35.1%
Seldom	16	14.0%
Never	5	4.4%
Evenings open per week		
0	2	1.6%
1	1	.8%
2	20	15.7%
3	24	18.9%
4	11	8.7%
5	22	17.3%
6	12	9.4%
7	32	25.2%
None	1	.8%
More than one response	2	1.6%
Evening most likely to use		
Monday	10	8.3%
Tuesday	26	21.5%
Wednesday	22	18.2%
Thursday	12	9.9%
Friday	14	11.6%
Saturday	10	8.3%
Sunday	6	5.0%
None	10	8.3%
More than one answer	11	9.1%
Satis. if nearby branch open		
Yes	56	45.5%
No	67	54.5%
Preferred closing hour		
7pm	6	4.8%
8pm	19	15.1%
9pm	90	71.4%
Other	11	8.7%
Programs for teenagers		
Not Important	16	13.8%
Somewhat Important	36	31.0%
Very Important	44	37.9%
Absolutely Critical	20	17.2%
Access to computer databases		
Not Important	9	7.8%
Somewhat Important	27	23.5%
Very Important	52	45.2%
Absolutely Critical	27	23.5%

Note: Tables exclude those who did not answer specific question.

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Branch Library Survey Results

Branch
Main

	Number	Percent
Non-English language collections		
Not Important	11	9.6%
Somewhat Important	38	33.3%
Very Important	48	42.1%
Absolutely Critical	17	14.9%
Videotapes and recordings		
Not Important	11	9.6%
Somewhat Important	37	32.2%
Very Important	44	38.3%
Absolutely Critical	23	20.0%
Services for seniors		
Not Important	5	4.3%
Somewhat Important	28	24.3%
Very Important	49	42.6%
Absolutely Critical	33	28.7%
Services for adults		
Not Important	11	9.6%
Somewhat Important	42	36.8%
Very Important	42	36.8%
Absolutely Critical	19	16.7%
Increase evening hours		
Not Important	11	9.4%
Somewhat Important	34	29.1%
Very Important	41	35.0%
Absolutely Critical	31	26.5%
Increase week-end hours		
Not Important	12	10.6%
Somewhat Important	36	31.9%
Very Important	33	29.2%
Absolutely Critical	32	28.3%
Increase services		
Not Important	9	8.0%
Somewhat Important	41	36.3%
Very Important	42	37.2%
Absolutely Critical	21	18.6%
Increase books/materials		
Not Important	3	2.6%
Somewhat Important	19	16.4%
Very Important	40	34.5%
Absolutely Critical	54	46.6%
Age		
Under 18	4	3.4%
18-29	33	28.0%
30-39	32	27.1%
40-49	19	16.1%
50-64	20	16.9%
65+	10	8.5%
Ethnicity		
Chinese	11	9.5%
Japanese	1	.9%

Note: Tables exclude those who did not answer specific question.

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Branch Library Survey Results

Branch
Main

	Number	Percent
Filipino	1	.9%
Vietnamese	2	1.7%
Korean		
Other Asian	2	1.7%
White	70	60.3%
Black	11	9.5%
Latino	8	6.9%
Native American	1	.9%
Mixed Race	4	3.4%
Other	5	4.3%
Education		
Not high school grad	5	4.3%
High school grad	8	6.8%
Some college	30	25.6%
College grad	42	35.9%
Post graduate	32	27.4%
Children at home?		
Yes	24	20.5%
No	93	79.5%
Sex		
Female	39	33.9%
Male	76	66.1%

Note: Tables exclude those who did not answer specific question.

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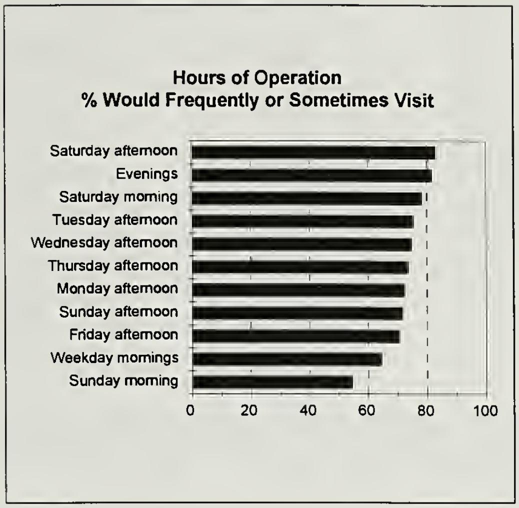
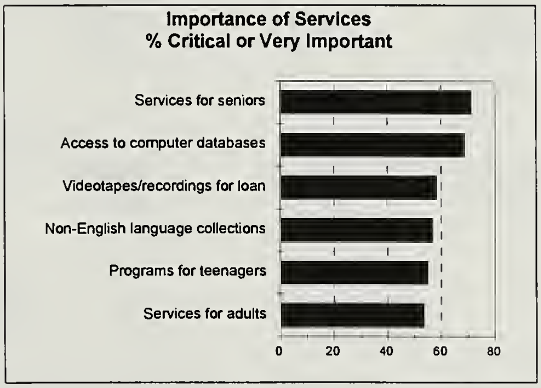
RESULTS OF MAIN LIBRARY SURVEY

(127 respondents surveyed on July 26, 27, 28, and 30)

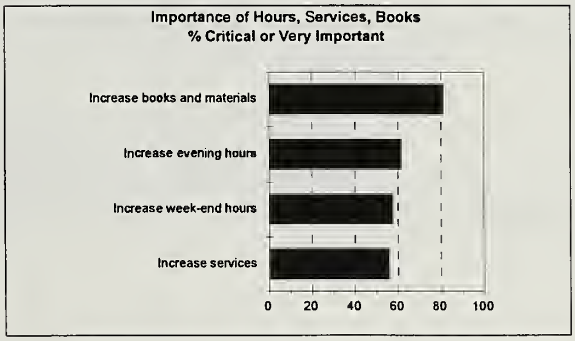
Preferences for Hours	% Would Frequently or Sometimes Use
Saturday afternoon	82.9
Evenings	81.6
Saturday morning	78.2
Tuesday afternoon	75.2
Wednesday afternoon	74.6
Thursday afternoon	73.4
Monday afternoon	72.3
Sunday afternoon	71.4
Friday afternoon	70.4
Weekday mornings	64.4
Sunday morning	54.4



Preferences for Services	% Critical or Very Important
Services for seniors	71.3
Access to computer databases	68.7
Videotapes/recordings for loan	58.3
Non-English language collections	57.0
Programs for teenagers	55.2
Services for adults	53.5



Hours, Services and Books	% Critical or Very Important
Increase books and materials	81.0
Increase evening hours	61.5
Increase week-end hours	57.5
Increase services	55.8



Notes: Main Library respondents would most often use this branch Saturdays and evenings. .

They feel increasing books and materials is more important than increasing hours and services.

Also, Main Library respondents would most often use the branch on Tuesday evening over any other evening, and feel the branch should close at 9pm.

Prepared by David Binder Research, August 1994

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MAIN LIBRARY: DATA SHEET

	93/94	92/93	91/92	90/91	89/90	88/89	86/87
Total Collection Use	1,723,287	1,686,364	1,885,534	1,963,853	*	2,100,707	n.a.
In-library Use	961,925	975,050	1,061,600	1,084,450	*	1,316,597	n.a.
Circulation	772,130	711,314	823,934	879,406	*	959,678	969,093
...% System Circ	23%	23%	28%	26%	*	29%	29%
...% Children	12%	12%	12%	10%	*	10%	10%
Patron Visits	942,606	925,451	979,238	846,753	*	818,475	1,171,483
Adult Prog. Attend.	5,015	3,7689	6,483	3,420	*	4,228	4,758
Children Prog. Attend	16,870	13,780	17,332	18,682	*	18,846	8,121
Questions	1,540,800	1,599,876	1,706,650	1,349,125	*	1,617,425	1,377,695
Collection (books)	1.5 mill.	same	same	same	*	same	n.a.

* In October, 1989, the Loma Prieta Earthquake closed the Main Library for three months while it reorganized. The exceptional year with three months of lost circulation, program and reference stats are therefore not included in this table.

OPEN HOURS IN 1993/94:

47 Hrs/week **6 Days/Week** TELEPHONE INFO: 69 Hrs/week (beginning 5/94)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10 - 6	12 - 9	10 - 6	10 - 6	12 - 6	10 - 6	Closed

OPEN HOURS IN 1986/87:

61 Hrs/week **7 Days/week** TELEPHONE INFO: 61 Hrs/week

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
10 - 6	10 - 9	10 - 9	10 - 9	10 - 6	10 - 6	1 - 5

SELECTED SPECIAL FEATURES OF THE MAIN LIBRARY:

Branch facility for Downtown and other surrounding neighborhoods:
  Children's Room, Lending Library, Adult & Children Programs
Houses system-wide services:
  Support Services: security, supplies, engineering, janitorial, audio/visual & automation, branch room & extension services (in NML: administration, technical services, facilities maintenance & accounting)
  Direct Services: Inter-Library Loan (ILL), Tours and DRA orientations, back-up reference and circulation collections (1.4 million Main materials are used annually by patrons living outside the Main's neighborhoods.
Research & Resource collections for library system:
  Business, Trade Catalogs, Patents, Government Documents (5 million: SF, CA, US docs)
  Fine Arts, Music literature and scores, performing arts, av collections, picture file
  SF History files, SF photography file (3 million), Call-Bulletin morgue (40 million clippings)
  Special Collections: Gay/Lesbian History, Harrison Calligraphy, Schmulowitz Humor, Grabhorn Fine Printing, Dorothy Starr (300,000 music scores)
  McComus Science Fiction Collection
  Periodicals & Microforms (5 million)
  Effie Lee Morris Historical Children's Collection
  International Languages (over 40 languages)
Services to special clientele:
  Deaf & Hearing Impaired
  Learning Differences Center
  Project Read & Literacy Classes

CLIENTELE SERVED:

Tenderloin, Downtown, South of Market, Hayes Valley population:	71,084
Branch Residents (direct service population):	515,630

(Note: The circulation of Main materials to its immediate neighborhood is only 21%, the other 79% of its materials circulate to residents living outside the Tenderloin, Downtown, SOMA, & Hayes Valley areas.

DATA SUMMARY: MAIN LIBRARY 1990 US CENSUS

Category	Tenderloin		Hayes Valley		Downtown		SoMa		NEIGHBORHOOD		CITY-WIDE AREA	
										9.82%		100%
TOTALS BY RACE:	34,304		12,146		2,034		22,601		71,084		723,059	
White	16,131	47.0%	6,673	54.9%	1,149	56.5%	8,490	30.7%	32,443	45.6%	287,066	39.8%
African American	3,056	8.9%	2,275	18.7%	140	6.9%	2,095	7.2%	7,560	10.6%	79,039	10.9%
Native American	299	0.9%	57	0.5%	8	0.4%	175	0.5%	538	0.8%	3,456	0.5%
Asian/Pacific Islander	10,294	30.0%	1,475	12.1%	645	31.7%	4,855	18.4%	17,269	24.3%	210,876	29.1%
Hispanic origin:	3,278	9.6%	1,178	3.4%	64	0.2%	4,960	4.3%	9,480	13.3%	100717	13.9%
	1,246	3.6%	488	4.0%	28	1.4%	2,026	0.0%	3,788	5.3%	42605	5.9%
LANGUAGE SPOKEN AT HOME												
Speak only English	18,895		7,719		1,182		8,410		34186.1	57.49%	396,596	58.3%
Spanish or Spanish Creole	2,705		816		73		3,510		7104	11.95%	75,833	11.2%
Chinese	4,902		358		390		1,231		6881	11.57%	114,146	16.8%
Tagalog	1,347		348		69		2,090		3852	6.48%	29,101	4.3%
Vietnamese	981		83		25		120		1209	2.03%	5,608	0.8%
French or French Creole	440		186		13		201		840	1.41%	8,487	1.2%
German	335		74		33		120		562	0.94%	5,811	0.9%
Japanese	297		94		30		114		535	0.90%	6,600	1.0%
Mon-Khmer	241		119		0		154		514	0.86%	1,201	0.2%
Korean	258		31		0		96		385	0.65%	5,314	0.8%
Italian	190		54		6		83		313	0.52%	7,428	1.1%
EDUCATIONAL ATTAINMENT									Total	%		
Less than 9th grade	3,413		823		222		2,438		6,693	13.79%	63,418	10.4%
9th to 12 grade, no diploma	4,239		908		266		2,131		7,543	15.54%	67,569	11.1%
High school graduate or equivalency	5,238		1,032		252		2,592		9,113	18.77%	114,239	18.8%
Some college, no degree	5,510		2,248		249		2,829		10,836	22.32%	123,394	20.3%
Associate degree	1,355		593		92		593		2,632	5.42%	37,539	6.2%
Bachelor's degree	3,606		2,242		360		2,008		8,216	16.93%	130,733	21.5%
Graduate or professional degree	1,279		1,028		254		948		3,509	7.23%	70,320	11.6%
MEDIAN HOUSEHOLD INCOME									AVERAGE:			
Median household income in 1989	17,835		32,732		53,050		33,880		$34,374.15		$33,414	
TENURE												
Owner occupied	282		944		63		298		1,586	4.8%	105,514	34.5%
Renter occupied	17,785		5,249		1,084		7,011		31,128	95.2%	200,070	65.5%
CITIZENSHIP									Totals:			
Born in United States.	18,854		8,430		1,240		10,128		38,652	68.45%	477,926	66.0%
Naturalized Citizen	3,267		827		202		2,490		6,786	12.02%	103,774	14.3%
Not a Citizen:	8,905		1,562		501		5,061		16,029	28.39%	142,260	19.7%
AGE									Totals:			
Preschool (up to 5 yrs old)	1,131		432		41		627		2,231	3.60%	35,699	5.0%
5 to 9 years	975		309		30		592		1,905	3.07%	18,421	2.6%
10 to 14 years	907		242		37		573		1,759	2.84%	30,140	4.2%
15 to 19 years	1,164		320		106		896		2,286	3.69%	35,352	5.0%
20 to 24 years	2,568		1,107		75		1,728		5,478	8.84%	59,103	8.3%
25 to 34 years	6,457		3,103		351		4,341		14,252	23.00%	158,534	22.2%
35 to 44 years	8,033		2,480		390		3,274		12,156	19.61%	129,863	18.2%
45 to 54 years	3,611		1,079		300		1,814		6,803	10.98%	74,855	10.5%
55 to 64 years	3,283		733		291		1,421		5,727	9.24%	66,680	9.3%
85 to 74 years	2,863		838		244		1,454		5,199	8.39%	57,270	8.0%
75 to 84 years	1,825		403		131		942		3,300	5.32%	35,962	5.0%
85 years and over	509		144		27		201		880	1.42%	12,148	1.7%

COMMENTS:

RACE: The majority of Asians in the Tenderloin are Vietnamese, heavy users of the Main Library.
The majority of Asians in the Downtown area are Chinese.

LANGUAGE: Although Russian is among the top ten languages used in S.F., relatively few Russian language users live in the Main Library's neighborhoods

INCOME: The affluence of Downtown ($53,050) compared with the relative poverty of the Tenderloin ($17,835) indicates the diversity of the Main's clientele.

TENURE: Relatively few people own homes in the Main's surrounding neighborhoods, renters are almost universal.

CITIZENSHIP: Almost surely undercounted, the number of non-citizens and immigrants is dramatically high in the Main's immediate service areas.

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
KAREN CROMMIE
Vice President

THOMAS H. GEE, J.D.
WALTER G. JEBE, SR.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

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SEP 19 1994
SAN FRANCISCO
PUBLIC LIBRARY

NOTICE OF COMMISSION MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Wednesday, September 21, 1994**

TIME: **5:30 P.M.**

PLACE: **Lurie Room, Main Library**

AGENDA:

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Roll Call**

4. **Approval of regular Commission meeting minutes of August 2, 1994**

   * Public Comment

5. **Approval of consent calendar**

There will be no separate discussion of consent calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the consent calendar and considered as a separate item

A. **Resolution #1691:** Approval of temporary exempt and non-civil service appointments and separations

* Public comment

6. **PRESIDENT'S REPORT**
Commissioner James P. Herlihy

A. Update on Proposition E public hearings
*Public comment

B. Public hearing on the Mayor's Youth and Their Family's Children Services Plan draft
* Public comment

C. Discussion and approval of Library Commission representation at Mayor's Youth and Their Family's joint commission hearing
* Public comment

D. Miscellaneous reports
* Public comment

7. **CITY LIBRARIAN'S REPORT**
Kenneth E. Dowlin, City Librarian

A. Discussion of City Librarian's Quarterly Report
*Public comment

8. **FINANCE COMMITTEE REPORT**
Commissioner Norman V. Wechsler, Chair

A. **Resolution #1992:** Approval authorizing the San Francisco Public Library to apply for, accept and expend funds not to exceed $64,021 available through the California State Library from Title 1 of the Library Services and Construction Act (LSCA) for major urban resource libraries for fiscal year 1994/95; indirect costs are waived in this award

* Public comment

B. **Resolution #1993:** Approval authorizing the San Francisco Public Library to accept and expend $116,860 in grant funds awarded by the California State Library from Title 1 of the (Federal) Library Services and Construction Act for providing volunteer-based library services for homebound chronically and terminally ill San Franciscans for fiscal year 1994/95; indirect costs are included in this award

* Public comment

C. **Resolution #1994:** Approval amending Article XIII, Chapter 10 of the San Francisco Administrative Code by adding section 10.117-112 thereto create a special fund for the deposit of fines paid by library patrons for overdue books and materials

* Public comment

D. **Resolution #1995:** Approval authorizing the San Francisco Public Library to accept and expend $29,058 in grant funds awarded by the United States Department of Education for a Project Read Tutor Support Program; Indirect costs are included in this award

* Public comment

E. **Resolution #1996:** Approval authorizing the San Francisco Public Library to accept and expend $34,997 available from the United States Department of Education for a Project Read Student Support Program; indirect costs are included in this award

* Public comment

F. **Resolution # 1997:** Approval authorizing the San Francisco Public Library to accept and expend $16,617 in grant funds awarded by the California State Library from Title I of the (Federal) Library Services and Construction Act (LSCA) for providing enhanced state-of-the-art workstations for people with sight disabilities for fiscal year 1994/95; indirect costs are waived in this award

* Public comment

G. **Resolution #1998:** Approval authorizing the San Francisco Public Library to accept and expend $425,006 available through United States Department of Commerce, National Technology Information Administration for the purpose of establishing the San Francisco Connection-City and County Online Human Service Directory; indirect costs are waived in this award

* Public comment

9. **PLANNING COMMITTEE REPORT**
Commissioner Karen Crommie, Chair

A. Briefing on the Rhea Joyce Rubin Report regarding Library County Jail service: Commissioner Crommie

* Public comment

B. Briefing and possible action on library public hearing comments regarding increased open hours
* Public comment

C. Briefing and possible approval to schedule some Commission meetings at Resource Branches
* Public comment

10. **BUILDING AND FACILITIES COMMITTEE REPORT**
Commissioner Jan Zivic, Chair

A. Update on New Main
*Public comment

B. Update on Branch renovations
*Public comment

C. Briefing on the lease status of Portola Branch Library
*Public comment

D. Briefing and possible action regarding the Americans with Disabilities Act (ADA) Phase-I
* Public comment

11. **LIBRARIAN'S GUILD**

* Public comment

12. **NEW BUSINESS**

* Public comment

13. **PUBLIC COMMENT**

14. **MEETING REVIEW**

* Public comment

15. **ADJOURNMENT**

Resolution # 1691

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF AUGUST, 1994. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF AUGUST, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of August, 1994, be approved:

3602 Library Page

Cisneros, Ricardo
Garrison, John
Jenkins, Christena
Kersey, Chad
Lockfeld, Tim
Mizuno, Alex
Truong, Thong
Viloria, Hida
Yates, Kevin

AND FURTHER, That the following separations from Temporary, Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Allen, Sarah
Angney, Heather
Trinh, Sau

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
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KENNETH E. DOWLIN
City Librarian

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OCT 3 1994
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the special Commission meeting of September 21, 1994

I. CALL TO ORDER

The meeting was called to order at 5:31 PM by the Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. Roll Call

The following commissioners were noted present: President James P. Herlihy; Commissioners Karen Crommie; Thomas H. Gee; Walter Jebe, Sr.
Excused: Commissioners Norman V. Wechsler and Jan Zivic

III. APPROVAL OF MINUTES

Commissioner Jebe moved to approve the minutes of the regular meeting of August 2, 1994, as circulated.

ACTION: Unanimously approved

IV. CONSENT CALENDAR:

Commissioner Crommie moved approval of Resolution #1691: Approval of temporary exempt and non-civil service appointments and separations.

In response to Ellen Egbert, library patron, Kenneth Dowlin, City Librarian, indicated that the August Consent Calendar represented replacements and not

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

additional appointments.

ACTION: Unanimously approved

V. PRESIDENT'S REPORT

James P. Herlihy, President

A. President Herlihy announced that the library's of the supplemental budget request had been approved by the Mayor and the Board of supervisors.

He reported that sixteen public hearings were held with eleven to be completed by September 29th. President Herlihy provided a synopsis of public input from the public hearings stating that the public desired more open hours with a schedule reflective of the working public and an enhanced book budget.

He stated that the average attendance was 40 people per meeting and that the public comment records from each public hearing will be condensed to a one page summary per branch and made available at the October 4th Commission meeting. President Herlihy indicated that the Commission will distill from the public testimony what the critical and primary objectives should be in fashioning the library budget and that the intent is to complete the budget process by the end of October providing a final draft for review, comment and approval at the November 1, 1994, Commission meeting.

Commissioner Streets arrived at 5:45 PM.

B. President Herlihy tabled discussion regarding the Library public hearing on the Mayor's Office of Children, Youth and Their Families Services Plan draft.

C. Commissioner Jebe moved to approve that Commissioners Crommie, Gee, Zivic and he represent the Library Commission at the joint Commission hearing on October 14th from 2:00 PM to 4:00 PM in the Board of Supervisor's Legislative Chambers.

Mr. Dowlin explained that funds from Proposition J must remain in the library budget and cannot be reduced under the terms of Proposition E.

Marti Kashuba, Bernal Heights Library patron, requested that the Commissioners protect the Library's Proposition J funds by not allowing any reductions based on other city agency budget cuts.

Ellen Egbert reaffirmed Ms. Kashuba's concerns.

Landis Whistler, Library TNT Chairman, expressed gratitude for Commission attendance at the public hearings and he encouraged the Commission to promote greater attendance for the October 4th Commission meeting. Mr. Whistler noted concern for the lack of senior citizen participation at the public hearings and he attributed it to the late evening start time. President Herlihy replied that some public hearings varied from 3:00 PM and 6:00 PM and that Community Relations will provide a press release for the October Commission meeting.

In response to Bill Hale, library patron, President Herlihy stated that data input will continue to be accepted until October 4, 1994.

Ellen Egbert requested to view the result of the staff survey and to be provided a typographical map which included the bus stops near branch locations and middle schools.

Commissioner Crommie clarified for Jean Amos, Noe Valley patron, that the David Binder slide presentation addressed the telephone poll survey only.

ACTION: Unanimously approved

VI. CITY LIBRARIAN'S REPORT

Kenneth E. Dowlin, City Librarian

A. Mr. Dowlin called attention to the San Francisco Public Library Quarterly Report that included annual statistics.

B. Mr. Dowlin announced his appointment of Marcia Schneider as Acting Chief of Branches effective October 1, 1994.

The Commission as well as the public expressed their support of Ms. Schneider.

In response to Ms. Kashuba's inquiry, Mr. Dowlin indicated he would verify the low statistical count for the Bernal Heights Branch library for the month of July.

Marcia Popper, Presidio Branch patron, stated that the Library has more volunteer service hours than reported in the quarterly report and she attributed the misrepresentation to record keeping.

Neel Parikh, Chief of Branches, announced her appointment as Director of Pierce County Library in the state of Washington.

Olive James, General Collections Department Manager, commended Ms. Parikh as a colleague to be cherished.

Ellen Egbert described the Quarterly Report as having soft numbers.

VII. FINANCE COMMITTEE REPORT

Commissioner Norman Wechsler, Chair

A. In the absence of Commissioner Wechsler, Commissioner Crommie presented the report for the Finance Committee noting that the September Finance Committee meeting was canceled.

Commissioner Crommie presented Resolution #1992 for discussion and action. Nancy Musser, Chief of Technical Services, briefed the Commission on the Major Urban Resource Library (MURL) grant request to accept and expend funds not to exceed $64,021 for fiscal year 1994/95 towards collection development.

In response to Commissioner Streets, Ms. Musser defined indirect costs as a city requirement that the department pay for a percentage of the processing cost of the grant and that the requirement has been waived in the MURL grant award.

On Commissioner Crommie's motion, the Commission voted to approve Resolution #1992.

ACTION: Unanimously approved

B. Ms. Parikh requested approval to accept and expend $116,860 to provide volunteer-based library services for homebound chronically and terminally ill San Franciscans for federal fiscal year 1994/95 through the Library Services and Construction Act. She stated that Randy Galloway, a library employee who died of AIDS, was instrumental in developing this program.

In response to Commissioner Crommie, Ms. Parikh stated that the volunteer-based library services program will only be funded for one year and that the majority of the program would need to be absorbed under the auspices of the Volunteer Coordinator.

On Commissioner Crommie's motion, the Commission voted to approve Resolution #1993.

ACTION: Unanimously approved

C. On Commissioner Jebe's motion, the Commission voted to approve Resolution #1994, a proposed amendment to Article XIII, Chapter 10 of the San Francisco Administrative Code by adding section 10.117-112 to create a special fund for the deposit of replacement charges paid by library patrons for lost books and materials.

ACTION: Unanimously approved

D. Hope Hayes, Chief of the Main, stated that the Project Read grant for the Tutor Support program provides tutor instruction and material and that the Student Support Program grant funds one part-time coordinator position, student workshops and training.

On Commissioner Streets's motion, the Commission voted to approve two Project Read Resolutions: Resolution #1995 to accept and expend $29,058 in grant funds awarded by the United States Department of Education for a Tutor Support Program and Resolution #1996 to accept and expend $34,997 in grant funds for a Project Read Student Support Program.

ACTION: Unanimously approved

E. Ms. Parikh advised that grant funds for people with sight disabilities will enhance the present equipment to allow braille readers to use computers and provide braille print-outs.

On Commissioner Gee's motion, the Commission voted to approve to accept and expend $16,617 in grant funds awarded by the California State Library from Title I of the Library Services and Construction Act for providing an enhanced state-of-the-art workstation for people with sight disabilities for fiscal year 1994/95.

ACTION: Unanimously approved

F. Ed McBride, Coordinator of Automation Services, requested that the $425,006 grant available through the United States Department of

Commerce, National Technology Information Administration for the purpose of establishing the San Francisco Connection-City and County Online Human Service Directory be referred back to the Finance Committee for additional update.

Commissioner Crommie referred Resolution #1998, the NTIA grant request, back to Committee.

XI. PLANNING COMMITTEE:

Commissioner Karen Crommie, Chair

A. Commissioner Crommie postponed discussion of the Rhea Joyce Rubin Report until the November Commission meeting.

B. Commissioner Crommie explained that the 1028 minimum hours mandated in Proposition E are being accepted as maximum hours. She stated that the library offers a broad base service structure that would serve the public best with enhanced open hours. Commissioner Crommie felt it incumbent upon the Commission to establish a budget based on core service priority. She proposed that a staff report on creating a baseline service level which has a six-day-a-week open schedule for each branch and a staffing analysis for the New Main be presented at the October Commission meeting. Commissioner Crommie stated that the Commission could not tell the library how to delegate the $31 million dollars, but that they could send the message that the funds should be allocated to open service hours.

On Commissioner Crommie's motion the Commission voted that the policy of the Library Commission be to expand the library's weekly open hours beyond the Proposition E mandated minimum of 1028 hours.

In response to President Herlihy, Commissioner Crommie indicated that she was recommending approximately 10% to 15% in increased branch hours over and above the 1028, but she stated that before assigning specific hours to branches the public hearings would need to be completed.

Commissioner Streets expressed concern about making decisions before the public hearings are completed and before the Finance Committee review. She stated that Proposition E has already set the policy regarding the minimum number of branch hours.

President Herlihy and Commissioner Jebe clarified that Commissioner Crommie was requesting a statement of intent that the Commission go on record as stating the Commission would like to implement more than the minimum 1028 hours and direct staff along those lines.

Commissioner Crommie stated that the Library employed highly skilled professionals with high standards and that the Commission's role is to also respond to the citizens who do not necessarily require the service of a highly trained librarian.

Commissioner Streets stated that she was not prepared to vote on this issue until all public input is received and until the public hearings are completed. She indicated that some public hearing have voiced books purchases as a priority and she suggested that this motion be tabled until the October meeting when all priorities could be reviewed.

Commissioner Jebe urged that Proposition E already addressed the minimum hours of 1028 and that there was not a service hour cap on what the Commission could provide. Commissioner Jebe stated that it was incumbent upon the Commission to provide any additional priorities if funds are available.

Commissioner Gee spoke in support of a policy statement that indicated the Commission favored additional service hours beyond the 1028.

Mr. Whistler concurred with Commissioner Crommie's comment on the need for a core service policy. Mr. Whistler requested that Commissioner Crommie revise her motion indicating a level of specificity to include a six-day-a week open schedule with an additional evening and that staffing of the Main Library be included.

Ms. Schneider commented that the Library administration is totally committed to extending the open service hours to the greatest extent possible and that she was reluctant to have the Commission adopt a resolution until all the budget options are explored.

Commissioner Gee reiterated that the Commission should indicate that they are **in favor** of a policy that expands open hours beyond the Proposition E mandated minimum of 1028.

Commissioner Crommie amended her motion to read that the policy of the Library Commission is **to favor** the expansion of the library's weekly open hours beyond the Proposition E mandated minimum of 1028.

Ms. Amos expressed appreciation for Commissioner Crommie for advocating more neighborhoods branch hours.

Ellen Egbert stated that information on the new Main staffing should be provided as previously moved by Commissioner Crommie.

ACTION: Motion passed

Commissioner Crommie	-Yea
Commissioner Gee	-Yea
Commissioner Herlihy	-Yea
Commission Jebe	-Yea
Commission Streets	-Nay

In response to Commissioner Crommie, Mr. Dowlin stated he would provide a schedule reflective of baseline service hours by the October Commission meeting.

On Commissioner Crommie's motion the Commission directed staff to provide a staff analysis for the New Main at the October Commission meeting.

ACTION: Unanimously approved

C. On Commissioner Crommie's motion the Commission voted to have staff inquire into the feasibility of alternating Commission meetings at Resource Branches and the Main.

ACTION: Unanimously approved

XII. BUILDING/FACILITIES COMMITTEE REPORT:

Commissioner Jan Zivic, Chair

A. In the absence of Commissioner Zivic, Commissioner Jebe requested Kathy Page, Chief of Facilities Development, to brief the Commission on the status of the New Main Library. Ms. Page reported that New Main construction is still on schedule and within budget and she reviewed a number of activities in progress that support the building enclosure. She announced that the labor dispute between Garvin Fire Protection, a subcontractor, and the union is being monitored and that an agreement is expected by Friday. Ms. Page stated that the bid package for the custom furniture was released last Friday and that the Facilities Development department is gearing up for coordinating the New Main move.

B. Ms. Page reported that the Chinatown branch Library renovation project resumed with the appointment of a new project manager Mr. Jim Chia.

In discussion of the Mission Branch Library Ms. Page indicated that the Board of Supervisors Budget Committee recommend approval for the funds to purchase the new boiler.

C. Commissioner Jebe advised that Rich Walsh, Manager of Facilities, is negotiating a lease agreement for the Portola Branch Library at 2450 San Burno Avenue.

D. Commissioner Jebe indicated that Phase-I of the Library's plan to comply with the Americans with Disabilities Act was reviewed by the Mayor's ADA director with approval for implementation at a cost of $50,000.

XIII. LIBRARIANS' GUILD REPORT:

No report

XIV. NEW BUSINESS:

President Herlihy's invitation for any new business yielded no response.

XV. PUBLIC COMMENT:

Ms. Egbert suggested that the Library seek external input for determining staffing configuration in the library and she thanked Commissioner Zivic for efforts in ensuring that all branch libraries have a free copy of the San Francisco Examiner.

Mr. Whistler stated that Ms. Egbert's background is in Personnel and stated that she might be able to contribute her time. He also commended Ms. Schneider in her role as Community Relation Librarian and inquired as to her replacement.

Mr. Dowlin stated that he is considering appointing a Information Officer at a lower salary level.

XVI. REVIEW OF MEETING:

President Herlihy's invitation for comment yielded no response.

XVII. ADJOURNMENT:

President Herlihy made the motion to adjourn the Commission meeting in gratitude to Neel Parikh for ten years of competent loyal service as Chief of Branches.

ACTION: Unanimously approved

The Commission meeting of September 21, 1994 was adjourned at 7:40 PM.

Donna Marion

Donna Marion
Assistant to the Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission. Copies of the Commission handouts will be located in the office of the Commission Secretary.

9/26/94:dm
September

City and County of San Francisco
Public Library Commission

Frank M. Jordan
Mayor

James P. Herlihy
President
Karen Crommie
Vice President

Thomas H. Gee, J.D.
Walter G. Jebe, Sr.
Fran A. Streets
Norman V. Wechsler
Jan Zivic
Commissioners

Kenneth E. Dowlin
City Librarian

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Tuesday, October 4, 1994**

TIME: **5:30 P.M.**

PLACE: **Lure Room, Main Library**

AGENDA:

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Roll Call**
4. **Approval of Commission meeting minutes of September 21, 1994**
   * Public comment
5. **Approval of Consent Calendar**

There will be no separate discussion of Consent Calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

A. **Approval of Resolution #1999**: Approval of temporary exempt and non-civil service appointments and separations
* Public comment

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

6. **PRESIDENT'S REPORT:**
Commissioner James P. Herlihy

A. Discussion and possible action on changing the format of Commission meetings. The Commission will consider providing for Public Comment once at the beginning of the meeting and again at the end of the meeting, rather than during the Commission consideration of each agenda item
* Public comment

B. Review of public hearing process
* Public comment

C. Discussion and possible action on setting budget priorities
* Public comment

7. **LIBRARIAN'S GUILD**

*Public comment

8. **PUBLIC COMMENT**

9. **ADJOURNMENT**

9/29/94:dm

Resolution # 1999

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1994. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF SEPTEMBER, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of September, 1994, be approved:

3602 Library Page

Weatherspoon, Shequoya
Moretta, Christina
Khuu, Quan

AND FURTHER, That the following separations from Temporary, Exempt and Non-Civil Service appointments be approved:

3602 Library Page

McGibney, Tom
Sanguinetti, Elizabeth
Mizuno, Alex
Yates, Kevin
Fung, Allison
Cisneros, Ricardo
Jackson, Florence

ACCESSIBLE MEETING POLICY

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
Public Library Commission

4/94

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Vice President

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Walter G. Jebe, Sr.
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Kenneth E. Dowlin
City Librarian

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular Commission meeting of October 4, 1994

The San Francisco Public Library Commission held its regular monthly meeting on Tuesday, October 4, 1994, in the Lure Room, Main Library.

I. CALL TO ORDER

The meeting was called to order at 5:33 PM by the Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. Roll Call

The following commissioners were noted present: President James P. Herlihy; Commissioners Karen Crommie; Walter Jebe, Sr.; Norman V. Wechsler and Jan Zivic

Excused: Commissioners Thomas H. Gee and Fran A. Streets

III. APPROVAL OF MINUTES

In response to a question from Bill Hale, library patron, the Commission President explained that input from the public regarding use of Propersition E funds is an on going process.

Commissioner Crommie responded to Mr. Hale by explaining that her proposal for a 25% increase in hours is above and beyond the 1028 hours mandated by Proposition E.

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Ellen Egbert requested that the Minutes be amended on page 3 to convey her statements that the Commissioners should see the responses to the questionnaires completed by all library personnel that were not included in the hour survey, and that she suggested the Commission should review a topographical map indicating bus stops when considering branch library schedules.

Commissioner Jebe then made the motion to approve the minutes of the September 21, 1994, meeting as amended.

ACTION: Unanimously approved

IV. CONSENT CALENDAR:

Commissioner Crommie moved approval of Resolution #1999: Approval of temporary exempt and non-civil service appointments and separations.

ACTION: Unanimously approved

V. SUMMARY OF IMPLEMENTING PROPOSITION E

President Herlihy commented on the progress of implementing Proposition E stating that the public hearing phase has been successfully concluded and that the public told the Commission they wanted increased open hours for all patrons, particularly working adults; more evenings, Saturdays and Sundays; more books; expanded senior and youth programs; enhanced non-English language collections; better computer access and more audio-visual materials.

President Herlihy stated that at today's Commission meeting the goal is to review the outcome of the public surveys and public hearings and for the Commission to adopt spending priorities based on the public's recommendations. He stated that Proposition E was drafted to benefit the library system as a whole, not one part at the expense of the other.

VI. PRESIDENT'S REPORT

James P. Herlihy, President

A. The Commission discussed revising the format for providing public comment during the Commission meeting. President Herlihy stated that in light of the public hearing process it seemed more efficient to provide two public comment periods, one at the beginning of the meeting and one at the end.

Commissioner Jebe suggested that the idea be explored.

In response to Commissioner Crommie, President Herlihy stated that each meeting chair reserves the right to call on a member of the public for comment if discussion of a non-action item was of concern.

Commissioner Zivic affirmed that the same member of the public could speak both at the beginning public comment period and at the end.

Commissioner Wechsler indicated that the change would allow for a more productive meeting and that if changed, the public comment process would not be inflexible.

Commissioner Zivic moved to amend the public comment policy to provide for a public comment period at the beginning of the meeting and at the end with the caveat that the procedure revert back if deemed unproductive.

Bill Hale indicated that to change the public comment policy would rob the public of the right to comment in a coherent fashion and that comments would be discussed out of context. Mr. Hale stated that the change could give the illusion of precluding public comment when the Commission calendar is lengthy. He stated that if public comment was not called for in a timely manner there could be problems.

Landis Whistler, Library TNT chairman, stated that he concurred with Mr. Hale's comments and that the public might wish to convey information that could be unavailable to the Commission. He commented that the change appears to be a burden on the public's right to express their views.

Commissioner Crommie stated that the Commission is attempting to get public input and expedite the agenda process.

Carol Steiman, Friends of the San Francisco Public Library member, suggested that there be public comment at the beginning of the meetings, after each action item and no public comment at the end.

Ed Regan, library patron, requested that comment periods be at the beginning and after each action item. He requested that copies of the Commission bylaws be made available.

Marti Kashuba, Bernal Library patron, stated that she concurred with Mr. Regan and she expressed disappointment toward the suggested change indicating that the length of Commission meetings was not due to long public comment periods. She suggested that there be public comment before, after, and during every action item.

Miriam Blaustein, library patron, commented that many members of the public leave the meetings early and that to hold a public comment period at the end of the agenda would be a mistake.

Jean Amos, library patron, advocated for public comment at the beginning and after every item. She suggested that the change in the public comment policy be delayed to a period when issues were not so vital.

After hearing the commentary, Commissioner Jebe's suggested that there be a public comment period at the beginning of the meeting and after each item and no public comment at the end.

Commissioner Crommie concurred with Commissioner Jebe suggestion and stated she would vote no on the motion as presented.

Commissioner Zivic suggested a public comment period that is succinct and without repetition.

Commissioner Wechsler stated that the public is requesting to have comment after each item and that the Commission might want to rethink its position.

Commissioner Jebe then moved approval of amending the motion to permit public comment once at the beginning of the meeting, public comment after each action item and eliminate public comment at the end of the meeting.

ACTION: Unanimously approved

B. Kenneth Dowlin, City Librarian, provided a synopsis of the public hearing process stating that input was received from over 5,000 citizens concerning the implementation of services contained in Proposition E. He assured the public that all testimony and survey results have been retained in the Commission Secretary's office and would be used to provide detailed planning for each branch. Mr. Dowlin indicated that each suggestion would be evaluated, but that the overwhelming preferences were for increased hours at all facilities, evening, weekends and hours that favored the working public. He stated that the public viewed an increased book and material budget with an enhanced non-English collection as critical or very import. He reported that city-wide services for seniors, access to computer data bases, programs for teenagers and video tape recordings for loan showed various levels of preference at branches and that outreach for children and pre-schoolers was a priority. The City Librarian indicated that a common theme was that the local branch libraries should reflect the hours, services and collections desired by the users. Mr. Dowlin commented that the public also voiced interest in utilizing volunteers.

Commissioner Crommie stated that at some of the public hearings she attended there were requests for the creation of citizen advisory boards in the branches.

President Herlihy stated that the core priorities are indicated on the Public Hearing Summary Matrix that was distributed.

Commissioners Zivic and Jebe complimented the library staff for their efforts during the public hearing process.

In response to Commissioner Zivic's review of the Public Hearing Summary Matrix document, Mr. Dowlin described "Outreach" as maintaining communication with the neighborhood through librarian community involvement.

Commissioner Wechsler recommended that the Commission approach the budget guided by tight constants for both the New Main and the Branches.

In response to Commissioner Crommie, President Herlihy reiterated that the goal of the Commission was to establish and approve a list of spending priorities that could be altered in the future. He stated that library staff would then have an opportunity to develop a budget based on clear direction from the Commission.

President Herlihy initiated discussion by stating that he heard the public say "push the envelope" on providing more open hours throughout the library system.

Commissioner Zivic commented that to offer more open hours than the 1028 minimum mandate was something the Commission favored, but she concurred with Commissioner Wechsler's statement that more hours equates to increased staffing levels.

Commissioner Jebe suggested starting with the minimum 1028 open hours and evaluating if more open hours could be added.

Commissioner Wechsler encouraged starting with minimum mandates on all budget priorities.

Commissioner Zivic stated that philosophically the priorities are more hours and more books.

In response to Commissioner Jebe, President Herlihy pointed out that once a branch schedule has been adopted the Commission should be able to assure the public that the schedule will be maintained.

Both Commissioners Jebe and Wechsler reiterated they were not in favor of increasing open hours passed the mandated 1028 until it could be determined that the additional hours were feasible.

Commissioner Zivic suggested that priority be assigned to open hours and more books, including children's programs, but she again stated that appropriate staffing is inherit in priorities one and two.

Commissioner Wechsler suggested implementing a review process once the chosen scenario is in place.

President Herlihy charged Mr. Dowlin with presenting three budget scenarios at the next Commission meeting projecting 1028, 1150 and 1300 service hours.

In response to Commissioner Crommie, Julia Moll, Deputy City Attorney, explained that the Library Commission can redefine the terms of a Reading Center.

The Commission then directed the City Librarian to prepare three scenarios based on 1028, 1150 and 1300 hours showing $3.5 million book budget, increased staff, enhanced computer access and a reserve of $1.5 million in each. President Herlihy stated that when the three scenarios are reviewed the line items should be refined to relate to the priorities list, the 27 public hearings and surveys.

Commissioner Zivic then moved to approve five budget priorities for implementing Proposition E.

1. Increase library open hours systemwide
    a. Reading Centers to Branches
2. Increase material/book budget
    a. Enhance children's programs
3. Increase staff
    a. Librarians
    b. Enhance Reading Centers
    c. Outreach
    d. Bilingual staff & programs
4. Improve computer access
5. Create reserve fund of $1.5 million

Mr. Whistler stated that if new funds are need for operating costs of the New Main Library above the 1986/87 level, those funds should be raised by the Mayor or the New Main campaign and not taken from branches.

Carol Steiman, member of the board of directors of Friends of the Public Library, expressed appreciation that the Commission addressed the book budget and supported both the Branches and the Main. Ms. Steiman stated that branch libraries should have Librarians.

Marcia Popper, Presidio resident, commented that she was also glad that the library was being discussed as a system and that the same integrated thought needed to go into staffing. Ms. Popper added that hours should imply books, service and staff.

Joan Jackson, Librarian at Western Addition Branch Library, pointed out that the Branch survey did not address increased staffing or professional staff, but that the telephone survey did indicate that 85 respondents stated that having a professional librarian to answer questions was critical or important.

David Tran, Tenderloin youth advocate, urged the Commission to advocate for the full funding of Proposition E. He state that the Main is a Branch library for Tenderloin residents.

Bill Hale pointed out that at public hearings he attended the patrons did not indicate they wanted to exceed the 1028 service hours, but that they were interested in how many additional days/hours out of the 1028 service hours would be allocated to their branch library. He expressed his preference for an increased book budget over hours in the system.

Ed Regan commented that all Branch Libraries are equal and he expressed interest in reviewing the book budget. Mr. Regan requested that the Commission review how non-fiction and fiction books are rotated on the shelves in branches.

Chuck Forester, San Francisco Library Foundation Gay and Lesbian affinity group member, requested the Commission to invest Proposition E funds system wide and to give attention to the affinity groups when dispersing funds. He reiterated that the Main is a branch library and that the Commission should commit sufficient resources to fulfill the promises of the New Main campaign. He urged the Commission to pursue recovering the $4 million from the baseline calculation.

In response to Commissioner Crommie, Mr. Forester stated that the Gay and Lesbian affinity group will try to supplement special library programs, but that he did not envision any of the affinity group funds replacing existing city funds for staffing.

In response to Jean Amos, Commissioner Zivic explained that the Commission included the enhancement of children's programs as part of the priority list under both materials and staffing.

Sherry Thomas, Executive Director of Library Foundation of San Francisco, urged the Commission to continue their vision of offering library services on a system wide basis and she stated that the special centers that are labeled for the New Main library represent all of the major communities in San Francisco.

Marti Kashuba advocated for a integrated multi-cultural book collection at branch libraries that meet minimum ALA standards. Ms. Kashuba stated that the budget plan for the New Main was to do away with the branches, have more reading centers and reduce staff.

Roberto Esteves, Assistant Chief of Main, indicated that the challenge for the New Main is to deliver all forms of media to branches. Mr. Esteves emphasized that the vision of the Library as a system is to excel in its potential delivering information.

Jack Coll, retired Librarian, requested that the Commission make the book collection first priority, hours second and he requested that the San Francisco Library Foundation contribute to the book collection.

Ellen Egbert referred to an annual statistical report by the Public Library Data Service that ranked libraries according to size and other vital statistics. Ms. Egbert calculated that the proposed $3.5 million is not a sufficient book budget and stated that in terms of last year's dollars San Francisco Public Library would be ranked ninth.

Commissioner Crommie stated she would not vote in favor of the motion and indicated that she did not have enough time to digest the information presented. Commissioner Crommie questioned the order of the proposed priority list and she stated that to request three additional scenarios from staff represented a lack of guidance from the Commission.

ACTION: Motion passed

Commissioner Herlihy	-Yea
Commissioner Jebe	-Yea
Commissioner Wechsler	-Yea
Commissioner Zivic	-Yea
Commissioner Crommie	- Nay

The Commission agreed to hold a special Commission meeting on Tuesday, October 13, 1994.

VII. LIBRARIANS' GUILD REPORT

No report

VIII. PUBLIC COMMENT

President Herlihy's invitation for public comment yielded no response.

IX. ADJOURNMENT

President Herlihy made the motion to adjourn the Commission meeting.

ACTION: Unanimously approved

The October 4, 1994, regular Commission meeting of the San Francisco Public Library was adjourned at 8:13 PM.

Donna Marion

Donna Marion
Assistant to the Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission. Copies of the Commission handouts will be located in the office of the Commission Secretary.

10/14/ 94:dm

City and County of San Francisco
Public Library Commission

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Jan Zivic
Commissioners

Kenneth E. Dowlin
City Librarian

3/94

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NOTICE OF SPECIAL MEETING

A special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **THURSDAY, OCTOBER 13, 1994**

TIME: **5:30 PM**

PLACE: **LURIE ROOM, MAIN LIBRARY**

AGENDA:

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. PUBLIC COMMENT

5. Presentation of the City Librarian's proposed 3 year budget plan to implement the priorities set by the Library Commission. Action may be taken to adopt a preliminary budget to clarify priorities and to provide policy direction to the City Librarian

6. ADJOURNMENT

10/6/94:dm
agenda Oct.

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San Francisco, CA 94102
Tel. (415) 557-4233

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Thursday, October 13, 1994.

The San Francisco Public Library Commission held a special meeting on Thursday, October 13, 1994, in the Lurie Room, Main Library.

I. CALL TO ORDER

The meeting was called to order at 5:34 PM by Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. ROLL CALL

The following Commissioners were noted present: President James P. Herlihy; Commissioners Karen Crommie; Thomas H. Gee; Walter Jebe, Sr.; Fran A. Streets; Norman V. Wechsler and Jan Zivic

III. PUBLIC COMMENT

Landis Whistler, Library TNT chairman, requested not be to interrupted during his public comment. Mr. Whistler stated that former Commissioners indicated that the New Main was space efficient and would not require additional staffing. He requested the Commission not to consider an increase in New Main staffing above 5% to 10%.

Bill Hale, library patron, stated that at the public hearing he attended there was consensus of support for the Librarians and he suggested that the Commission take direction from their knowledge and skill.

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In response to Carol Steiman, Friends of the San Francisco Public Library board member, President Herlihy stated that she could present the Friends of the Public Library's position paper on library signage at the next Building and Facilities Committee meeting. Ms. Steiman urged that the definition of a library include a librarian and she encouraged continued discussion of the library as a system.

President Herlihy requested the City Librarian to provide Ms. Steiman with information on New Main staffing levels.

Marti Kashuba, Bernal Heights Library patron, expressed confidence that the Commission would give full consideration to branches.

Mary Louise Stong, Friends of the San Francisco Public Library member, reminded the Commission of the library's Community Vision Plan of 60 service hours per week and 24 hours per day computer access. She urged the Commission to support increasing the baseline budget.

IV. PRESENTATION OF PROPOSED BUDGET PLAN

Kenneth Dowlin, City Librarian, presented a 1994-1995/1998-1999 years strategic plan for the implementation of Proposition E that projected 1028, 1150, and 1300 service hour scenarios and the priority list adopted at the previous Commission meeting. Mr. Dowlin recommended the 1150 service hour scenario stating that it incorporated most of the expressed needs of the communities. The City Librarian pointed out that the 1150 service hour option would be maintained for four years, the materials budget would be at least $4.5 million, the New Main would open in 1996, Chinatown and Mission Branch Libraries' renovation would be completed and that Phase I and part of Phase II of the Americans with Disabilities Act Plan would be implemented.

Mr. Dowlin indicated that he added other goals in the 1150 our scenario: implement mission based budgeting; implement online acquisition system tied to the accounting system; increase computer and database access to patrons; implement Region II Libraries Network with SFUSD, City College and SFSU; increase non general funds for Library programs and increase system-wide access to Library material. He stated that the assumptions were that city revenues for the library will be $31 million each year for the next five and that there would be fixed cost increases of 2% per year. The City Librarian stated that if the 1150 service hour option is implemented, that he estimated that in the first half of year 1994/95, the unspent reserve funds would be $3.0 million. In year two he anticipated spending all of the revenues to cover fixed cost increases, and in year three he anticipated approximately $2.0 million of the reserve fund will be needed to open the New Main Library. In year four, he stated, approximately $1.0 million of the reserve fund would be used to cover cost increases. Mr. Dowlin indicated that any additional funds through revenue growth will be used for materials and system-wide programs.

Mr. Dowlin reviewed charts that showed allocation of funds by division and charts for all three service hour scenarios. He stated that the controller ruled that the library's baseline budget for year 1994/95 is $16.8 million.

Mr. Dowlin reiterated his recommendation of the 1150 service hour scenario stating that it was workable, prudent and provided for the opening of the New Main Library.

President Herlihy pointed out that it was not the intent of the Commission to vote tonight on specific library hour allocations as shown in options 1, 2, and 3, and that Mr. Dowlin was providing the options for informational purposes. President Herlihy stated that after the November 1st Commission meeting the Commission will hold a special meeting devoted specifically to the allocation of hours and schedules for each branch library.

In response to Commissioner Wechsler, Mr. Dowlin noted that he would correct some discrepancies in the service hour chart.

Hope Hayes, Chief of Main, commented that each staffing configuration determines the amount of funding needed to operate. She noted that in year 1996/97 the library staffing level may require additional librarians in the New Main at a higher cost than the current configuration which includes a higher ratio of pages to librarians.

Commissioner Crommie concurred that more space requires more staff and she stated that each branch's service hours need to be evaluated individually.

Commissioner Jebe concluded that the 1300 service hour scenario is not feasible and stated that he favored the 1150 service hour scenario.

Commissioner Wechsler, concurred with Commissioner Jebe and suggested that the Commission take the middle point of 1150 service hours and determine branch schedules.

In response to President Herlihy, Mr. Dowlin stated that ADA funds (capital funds) are under the Support Service Cost line item.

In response to Commissioner Streets, Mr. Dowlin stated that the conversion from Reading Centers to Branches is factored in all of the scenarios and appears as a line item under personnel cost and the book budget.

In response to Commissioner Zivic, President Herlihy stated that the Commission will direct the City Librarian to prepare a budget based on the scenario that is approved and the Commission will review, revise and approve the budget at the November Commission meeting.

In response to Commissioner Zivic's statement that the estimate for the staffing level in the 1150 service hour scenario appeared low, Mr. Dowlin stated that it was adequate and that he would make it work.

Commissioner Zivic expressed her satisfaction that the book budget had increased to $4.5 million for FY 1994/95.

In response to Commissioner Zivic, the City Librarian stated that the affinity groups are raising funds for the library book collection and that the library would continue to seek grants.

Commissioner Wechsler discussed how the book budget should be refined to offer updated inventory each year.

President Herlihy pointed out that the City Librarian has proposed a $4.5 million book budget for FY 1994/95 and the same amount for FY 1995/96. He stated that in addition to the books from storage and the stacks, approximately $9 million in new books will be available.

Mr. Dowlin stated that after the earthquake approximately 300,000 library books were inventoried on the computer system and identified as books that were not check out in the last two years. He stated that those books are now stored at Brooks Hall and are retrievable on the library computer system.

In response to Commissioner Wechsler, Hope Hayes explained that library books do not go out of fashion and that the library has received requests for books that date back to the 1800's. She stated that books in storage rotate back into the main collection if there are frequent requests. Ms. Hayes stated that in the latter part of year 1994/95 the library will purchase opening day collections and add to the collection the following year. Ms. Hayes added that currently the library will need to replace approximately $1 million in missing books.

Commissioner Streets summarized the Commission's charge for the evening to give the City Librarian direction on which scenario he was to pursue. She suggested that the Finance Committee review the line item budget and present a recommendation at the November Commission meeting.

Commissioner Wechsler endorsed Commissioner Streets' comments.

In response to Commissioner Jebe, Mr. Dowlin stated that the 1988 bond issue allocated $5 million for branch library renovations and that the 1989 earthquake branch library repairs were funded through FEMA.

Commissioner Crommie expressed concern that the scenario charts were too cumbersome to decipher during the Commission meeting and she stated that the chart did not address public concerns.

Commissioner Crommie stated that the Commission needed to see figures that indicate hours, staff and funding necessary to open the New Main Library. She stated that not enough detailed information was available to make an intelligent decision.

President Herlihy clarified that the charge of the Commission was to choose a scenario based on the summary information presented and that at the November lst Commission meeting a detailed line item budget would be approved and submitted to the Mayor's office. He stated that Commissioner Crommie's concerns should be addressed in the November 1st budget, but that there was sufficient information to direct the City Librarian to provide a detailed budget by the next Commission meeting.

Commissioner Jebe stated that the Commission would have to pick a medium hour scenario for the City Librarian to budget and to provide him enough time to properly present it.

Mr. Dowlin explained that one of the reasons there has not been as detailed a budget as he would prefer is lack of staffing, and that if systemwide programs are to be run that there must be staff to support it. Mr. Dowlin stated that once the Commission determines what they wish the budget to focus on he could provide line item detail.

Commissioner Jebe pointed out that once the City Librarian presents the budget it is still subject to review. Commissioner Jebe then made the motion to accept the City Librarian's recommendation of 1150 hours of service, book budget of $4.5 million and reserve of approximately $3 million.

Commissioner Wechsler added that the motion should incorporate the public testimony on a branch by branch basis and not as a uniform process.

In response to Bill Hale, Mr. Dowlin stated that the budget will simultaneously be available to both the Commission and the public.

Landis Whistler stated that he supported Mary Louise Stong's comments regarding regaining the $4 million. He clarified that books are part of the materials budget and that he would like to see books broken out as a line item along with other costs in the forthcoming budget.

Ed Regan, library patron, expressed preference for the 1300 service hour scenario and for all branches receiving the same number of service hours.

Marcia Schneider, Acting Chief of Branches, clarified the incremental cost increase in the Branches and explained that one reason proportional levels appear greater is that adding an extra day of service requires a higher level of professional staff. She stated that a five day schedule with increased hours allows for lower levels of staff to be added, but that when adding on to days higher levels of staff must be provided.

Commissioner Zivic added that consistent hours may be more rational for scheduling of staff and for library users.

ACTION:	Commissioner Gee	-Yea
	Commissioner Herlihy	-Yea
	Commissioner Jebe	-Yea
	Commissioner Streets	-Yea
	Commissioner Wechsler	-Yea
	Commissioner Zivic	-Yea
	Commissioner Crommie	-Nay

The Commission directed the City Librarian to make the budget available Thursday, October 27, 1994, for advance Commission review.

Commissioner Zivic requested that the book budget be separated out from the rest of the materials budget.

In response to Commissioner Wechsler, President Herlihy stated that a special Commission meeting will be held in November after the budget has been approved to give attention to public testimony regarding branch service schedules.

Commissioner Crommie indicated that under the 1150 service hour scenario she would favor 65 hours for the New Main.

In response to Commissioner Crommie, President Herlihy stated that the Commission approved 1150 service hours, not 1192 hours as indicated in option 2 of the branch hours example.

V. ADJOURNMENT

Commissioner Zivic made the motion to adjourn the Commission meeting.

ACTION: Unanimously approved

The October 13, 1994, special Commission meeting of the San Francisco Public Library was adjourned at 6:50 PM.

Donna Marion

Donna Marion
Assistant to the Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission. Copies of the Commission handouts will be located in the office of the Commission Secretary.

10/24/94:dm

MEMORANDUM

TO: The San Francisco Public Library Commission

FROM: Kenneth E. Dowlin, City Librarian

SUBJ: The San Francisco Public Library Strategy Plan

DATE: October 13, 1994

In order to move forward on the implementation of Proposition E, I am pleased to present to you for your adoption, the San Francisco Public Library Strategy Plan for the years 1994-2000. Upon your approval, I will prepare a program budget request for your consideration at the November, 1994 Commission meeting.

KED:rls
strategy.pl

SAN FRANCISCO PUBLIC LIBRARY · Civic Center · San Francisco · California · 94102

PRIORITIES

1. INCREASE LIBRARY OPEN HOURS
    - Reading Centers to Branches
2. INCREASE MATERIAL/BOOKS
    - Enhance Children's Programs
3. INCREASE STAFF
    - Librarians
    - Enhance Reading Centers
    - Outreach
    - Bilingual Staff & Programs
4. IMPROVE COMPUTER ACCESS
5. CREATE RESERVE OF $1.5 MILLION

THE SAN FRANCISCO PUBLIC LIBRARY STRATEGY PLAN

IMPLEMENTATION OF PROPOSITION E

1994-1995/1998-1999

Recommended by Kenneth E. Dowlin, City Librarian

October 13, 1994

GOALS

1150 hours of service based on the attached schedule (and to maintain those hours for four years)

Materials budget of at least $ **4.5 million**

Open New Main Library in 1996

Complete renovation of Chinatown and Mission Branches

Implement Phase I of ADA Plan

To implement mission based budgeting (required by the Mayor):

- New accounting system
- Position control system
- Collection development program with system-wide review of all aspects of collection and processing.

To implement online acquisition system tied to accounting system.

To increase computer and data base access to the citizens:

- Dial-up access to OPAC
- Controlled access to INTERNET
- Implementation of NTIA Project
- Develop increased preservation and organization of archival materials.

Implement Region II Libraries Network with SFUSD, City College and SFSU.

To increase non general funds for Library programs:

- Federal
- State
- Private and Foundation donations

To increase system-wide access to Library material:

- Online reserve system
- Increased delivery service to all branches
- Online reference program (virtual library)

ASSUMPTIONS

1. **$ 3.1 million** city revenues each year for next five years

2. Fixed cost increases of 2% per year

FINANCIAL STRATEGY

Year 1

- Reserve unspent funds from first half of 1994/95 **(est. $ 3.0 million)**.

Year 2

- Anticipate spending all of revenues in year two to cover fixed cost increases.

Year 3

- Use 2/3 reserve fund **(approximately $ 2.0 million)** to open New Main Library.

Year 4

- Use 25% reserve fund to cover cost increases **($ 1.0 million).**

Any additional funds through revenue growth will be used for materials (goal of **$ 4.6 million)** and system-wide programs such as exhibits and communications.

Attachments:

1. Chart showing allocation of funds by division for 1028 hours, 1150 hours,and 1300 hours.
2. Recommended hours for three scenarios: Options 1, 2, & 3

		San Francisco Public Library Fiscal Year 1994/1995						
		Current	New	1028 Hours	New	1150 Hours	New	1300 Hours
	Post.#	FY94/95	Post.#	FY94/95	Post.#	FY94/95	Post.#	FY94/95
Personnel Cost								
--Main	143	$5,059,234	30	$978,898	30	$978,234	30	$978,234
--Branches	164	$7,257,623	39	$1,680,218	48	$2,377,585	66	$4,516,078
--Management	19	$1,240,617	9	$218,908	9	$218,908	9	$218,908
--Support	69	$3,443,598	41	$1,583,715	41	$1,438,814	41	$1,812,913
Support Service Cost								
--Main		$132,921		$42,461		$42,461		$42,461
--Branches		$224,666		$24,000		$24,000		$24,000
--Management		$232,500		$51,236		$51,236		$51,236
--Support		$1,798,542		$513,302		$513,302		$513,302
Materials Cost								
--Main		$435,811		$1,589,189		$1,589,189		$1,589,189
--Branches		$532,658		$1,942,342		$1,942,342		$1,942,342
Equipment		$123,885		$914,000		$914,000		$914,000
Other Cost		$320,485		$228,131		$228,131		$228,131
Carry Forward				$4,500,000		$3,000,000		$1,435,606
Reduction		($3,968,940)						
		$16,833,600		$14,266,400		$13,318,202		$14,266,400
Total Budget				$31,100,000		$30,151,802		$31,100,000
Total Staff			514		523		541	

		San Francisco Public Library Fiscal Year 1995/1996						
				1028 Hours		1150 Hours		1300 Hours
			Post.#	FY95/96	Post.#	FY95/96	Post.#	FY95/96
Personnel Cost								
--Main			173	$3,595,213	173	$3,595,213	173	$3,595,213
--New Main			20	$826,382	20	$826,382	20	$826,382
--Branches			203	$8,937,841	205	$9,635,208	208	$11,773,701
--Management			28	$1,459,525	28	$1,459,525	28	$1,459,525
--Support			160	$5,917,094	160	$5,917,094	160	$5,917,094
Support Service Cost								
--Main				$292,078		$292,078		$292,078
--Branches				$149,578		$149,578		$149,578
--Management				$210,000		$210,000		$210,000
--Support				$1,892,018		$1,892,018		$1,892,018
Materials Cost								
--Main				$2,025,000		$2,025,000		$2,025,000
--Branches				$2,475,000		$2,475,000		$2,475,000
Equipment				$1,192,264		$1,192,264		$1,192,264
Other Cost				$515,500		$515,500		$515,500
Carry Forward				$1,612,507		$915,140		$0
Total Budget				$31,100,000		$31,100,000		$32,323,353
Total Staff			584		586		589	

San Francisco Public Library Fiscal Year 1996/1997

	Post.#	1028 Hours	Post.#	1150 Hours	Post.#	1300 Hours
Personnel Cost						
--Main	193	$4,421,595	193	$4,421,595	193	$4,421,595
--Branches	203	$8,937,841	205	$9,635,208	208	$11,773,701
--Management	28	$1,459,525	28	$1,459,525	28	$1,459,525
--Support	160	$8,917,094	160	$8,917,094	160	$8,917,094
Support Service Cost						
--Main		$292,078		$292,078		$292,078
--Branches		$149,578		$149,578		$149,578
--Management		$210,000		$210,000		$210,000
--Support		$1,892,018		$1,892,018		$1,892,018
Materials Cost						
--Main		$2,025,000		$2,025,000		$2,025,000
--Branches		$2,475,000		$2,475,000		$2,475,000
Equipment		$1,192,264		$1,192,264		$1,192,264
Other Cost		$515,500		$515,500		$515,500
Carry Forward		($1,387,493)		($2,084,860)		$0
Total Budget		$31,100,000		$31,100,000		$35,323,353
Total Staff	584		586		589	

IMPLEMENTATION OF PROPOSITION E
ATTACHMENT # 2
OPTION 1

OPTION 1

Main Library **56 hours**
7 days, 3 nights

M	T	W	Th	F	Sat	Sun
10-6	10-8	10-8	10-8	12-6	10-6	1-5
8	10	10	10	6	8	4

Resource Branches **6 x 45 = 270 hours**
6 days, 2 nights

M	T	W	Th	F	Sat
1-9	10-6	1-9	10-6	1-6	10-6
8	8	8	8	5	8

Neighborhood Branches **13 x 37 = 481 hours**
5 days, 1 night

	M	T	W	Th	F	Sat
	10-6	1-9	10-6	10-6	1-6	
	8	8	8	8	5	
or		10-6	1-9	10-6	1-6	10-6

Small Neighborhood Branches **7 x 32 = 224 hours**
5 days, 1 night

T	W	Th	F	Sat
10-6	1-9 or 11-7	1-6	1-6	12-6
8	8	5	5	6

Branch hours	**975**
Main hours	**56**
Total hours	**1,031**

* **Notes on Option 1:**
Branches: Reading Centers become small neighborhood libraries, staffed with one librarian and one technician. Resource Branches add Mondays and one additional evening. Neighborhood libraries gain 6 hours, an increase of 3 hours from 86-87 levels. Twelve libraries will be open on Mondays, and 20 libraries will be open on Saturdays. ***Main Library:*** Adds two evenings, plus Sunday afternoons.

IMPLEMENTATION OF PROPOSITION E
ATTACHMENT # 2
OPTION 2

OPTION 2

Main Library **60 hours**
7 days, 3 nights

	M	T	W	Th	F	Sat	Sun
	10-6	10-9	10-9	10-9	12-6	10-6	1-5
or		9-8	9-8	9-8			

Resource Branches **6 x 55 = 330 hours**
7 days, 3 nights

M	T	W	Th	F	Sat	Sun
10-9	1-9	10-9	10-6	1-6	10-6	1-5

Regional Branches **4 x 45 = 180 hours**
6 days, 2 nights
(1 night Bayview)

M	T	W	Th	F	Sat
10-6	10-6	1-9	1-9	1-6	10-6
			10-6 Bayview		

Neighborhood Branches **10 x 40 = 400 hours**
5 days, 2 nights
5 branches M-F; 5 branches T-S

	M	T	W	Th	F	Sat
		1-9	10-9	10-6	1-6	10-6
or	1-9	10-6	10-9	10-6	1-6	

Small Neighborhood Branches **6 x 37 = 222 hours**
5 days, 1 night

T	W	Th	F	Sat
10-6	1-9	1-6	1-6	12-6
	or 11-7			

Branch hours	1,132
Main hours	60
Total hours	1,192

* **Notes on Option 2:**
Branches: Presidio moves from Small Neighborhood to Neighborhood Branch, restoring it to pre-1980 level of service. Four branches, Bayview, Marina, Ortega, and Western Addition, are designated "Regional," and go to 6-day schedules. Half of the 10 Neighborhood Branches will be open Monday through Friday and half will be open Tuesday through Saturday. Fifteen branches will be open on Mondays, and 21 branches will be open on Saturdays. *Main Library:* Extends evening or morning hours.

OPTION 3

Main Library Same as Option 2

Resource Branches **6 x 55 = 330 hours**
7 days, 3 nights

M	T	W	Th	F	Sat	Sun
1-9	10-9	10-6	10-9	1-6	10-6	1-5

Regional Branches **4 x 51 = 204 hours**
6 days, 3 nights (* Bayview 1 night)

M	T	W	Th	F	Sat
1-9	10-9	10-9	10-6	1-6	10-6

Neighborhood Branches **10 x 48 = 480 hours**
days, 2 nights

M	T	W	Th	F	Sat
10-6	10-9	1-9	10-6	1-6	10-6

Small Neighborhood Branches **6 x 37 = 222 hours**
5 days, 1 night

T	W	Th	F	Sat
10-6	1-9 or 11-7	10-6	1-6	10-6

Branch hours	1,240
Main hours	60
Total hours	1,300

*** Notes on Option 3:**
Branches: Same as Option 2. Regional Branches add one additional evening. Neighborhood Branches add one additional day. Twenty branches will be open on Mondays, and all 26 branches will open on Saturdays. *Main Library:* Same as Option 2.

GOALS

1994-1995 TO 1999-2000

IMPLEMENTATION OF PROPOSITION E

1150 hours of service based on attached schedule (and to maintain those hours for five years).

Materials budget of at least **$4.5 million**

Open new Main Library in 1996

Complete renovation of Chinatown and Mission Branches

Complete the New Main Library

Implement Phase I of ADA plan

To implement mission based budgeting (required by the Mayor):

- New accounting system
- Position control system
- Collection development program with system-wide review of all aspects of collection and processing.

To implement online acquisition system tied to accounting system.

To increase computer and data base access to the citizens

- Dialup access to OPAC
- Controlled access to INTERNET
- Implementation of NTIA Project
- Develop increased preservation and organization of one of a kind materials

Implement Region II Libraries Network with SFPL as online network hub.

Implement computer network connections to SFUSD, City College and SFSU.

To increase non general funds for library programs.

- Federal
- State
- Private and Foundation Donations

To increase system-wide access to library materials

- Online reserve system
- Increased delivery service to all branches
- Online reference program (virtual library)

ASSUMPTIONS

1. $31.1 million city revenues each year for next five years.

2. Fixed cost increases of 2% per year.

FINANCIAL STRATEGY

(Year 1)
- Reserve unspent funds from first half of 1994/95 (**est. $ 3.0 million**)
- Reserve unspent funds from 2nd half of 1994/95 (**est. $ 1.0 million)**

(Year 2)
- Anticipate spending all of revenues in year 2 to cover fixed cost increases

(Year 3)
- Use 50% of reserve fund (**approximately $ 2 million**) to open New Main Library

(Year 4)
- Use 25% of reserved fund to cover fixed cost increases **($ 1.0 million)**

(Year 5)
- Use 25% of reserves to cover fixed cost increases **($ 1.0 million)**

Any additional funds through revenue growth will be used for materials (goal of **$ 4.6 million**) and system-wide programs such as exhibits and communications.

Attachments:

1. Chart showing allocation of funds by division for 1028 hours, 1150 hours, and 1300 hours.

2. Chart showing use of reserve funds for five years.

3. Recommended hours for 3 scenarios

PROPOSITION E BUDGET

PRIORITIES

1. **INCREASE LIBRARY OPENING HOURS**
   - Reading Centers to Branches

2. **INCREASE MATERIAL/BOOK BUDGET**
   - Enhance Children's Programs

3. **INCREASE STAFF**
   - Librarians
   - Enhance Reading Centers
   - Outreach
   - Bilingual Staff & Programs

4. **IMPROVE COMPUTER ACCESS**

5. **CREATE RESERVE OF $1.5 MILLION**

76
11/94

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
KAREN CROMMIE
Vice President

THOMAS H. GEE, J.D.
WALTER G. JEBE, SR.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF COMMISSION MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: **Tuesday, November 1, 1994**

TIME: **5:30 P.M.**

PLACE: **Lurie Room, Main Library**

DOCUMENTS DEPT.
NOV 2 1994
SAN FRANCISCO
PUBLIC LIBRARY

AGENDA:

1. **CALL TO ORDER**

2. **PLEDGE OF ALLEGIANCE**

3. **ROLL CALL**

4. **PUBLIC COMMENT**

5. **Approval of regular Commission meeting minutes of October 4, 1994**
   Approval of special Commission meeting minutes of October 13, 1994

6. **Approval of consent calendar**

There will be no separate discussion of consent calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the consent calendar and considered as a separate item

A. **Resolution #2000:** Approval of temporary exempt and non-civil service appointments and separations

7. **PRESIDENT'S REPORT**
   Commissioner James P. Herlihy

A. Discussion and possible adoption of supplemental budget request for Proposition E implementation and for policies that would be in effect as a result of implementing Proposition E

8. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin, City Librarian

No report

9. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

A. **Resolution #1998:** Approval authorizing the San Francisco Public Library to accept and expend $425,006 available through United States Department of Commerce, National Technology Information Administration for the purpose of establishing the San Francisco Connection-City and County Online Human Service Directory; indirect costs are waived in this award **[Held over from previous Finance Committee meeting]**

B. **Resolution #2001:** Approval to amend resolution authorizing the San Francisco Public Library to request, accept and expend funds not to exceed $16,617 available in grant funds awarded through the California State Library from Title I of the San Francisco Public Library Blind And Print Handicapped by adding braille capabilities; waiving indirect costs.

10. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

No report

11. BUILDING AND FACILITIES COMMITTEE REPORT
Commissioner Jan Zivic, Chair

A. Update on New Main

B. Update on Branch renovations

12. LIBRARIANS' GUILD

13. NEW BUSINESS

14. PUBLIC COMMENT

15. MEETING REVIEW

16. ADJOURNMENT

Resolution # 2000

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF OCTOBER, 1994. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF OCTOBER, 1994.

RESOLVED That in accordance with Charter Section 3.501 the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of October 1994 be approved:

3602 Library Page

Barker, Jasmin
Birk, Scott
Chow, Tyrone
Crosby, Jonathan
Gonzales, Ernesto
Hill, Heather
Holland, Stephen
Lundy, Tammy
Nicholls, Heather
Ornelas, Maria
Peterson, Victoria
Schein, Celine
Stabile, Scott
Ting, Susanne

AND FURTHER That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Cabrera, Emily
Huang, Shelly
Khuu, Patricia
Rodriquez, Pedro
Tran, Loi
Tran, Luan
Truong, Thong
Weatherspoon, Shequoya
Wong, Angela

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

City and County of San Francisco
Public Library Commission

Frank M. Jordan
Mayor

James P. Herlihy
President
Karen Crommie
Vice President

Thomas H. Gee, J.D.
Walter G. Jebe, Sr.
Fran A. Streets
Norman V. Wechsler
Jan Zivic
Commissioners

Kenneth E. Dowlin
City Librarian

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11/1/94

DOCUMENTS DEPT.
NOV 18 1994
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular Commission meeting of Tuesday, November 1, 1994

The San Francisco Public Library Commission held its regular monthly meeting on Tuesday, November 1, 1994, in the Lurie Room, Main Library.

I. CALL TO ORDER

The meeting was called to order at 5:30 PM by the Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. ROLL CALL

The following commissioners were noted present: President James P. Herlihy; Commissioners Karen Crommie; Thomas H. Gee; Walter Jebe, Sr.; Fran A. Streets; Norman V. Wechsler and Jan Zivic

III. PUBLIC COMMENT

Bill Hale, library patron, stated that one of the primary issues regarding the budget is setting the number of library open hours. He urged the Commission to set weekly open hours at 1028 because of the unknown factors regarding the budget for services, materials, staff salaries, and other costs and suggested that increases could be made later. Mr. Hale said the Commission should make sure the computerization of the library system reflects the needs of the community.

Landis Whistler, Chairman of Library TNT, attributed the Library budget problems to the Mayor's office. Mr. Whistler urged the Commission to provide the people of

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

San Francisco with the branch hours and books that they voted for by passing Proposition E. He suggested the Commission look closely at the details of the budget and defer final action for one week.

Marjorie Blum, President of the San Francisco Personal Computers Users Group, spoke in favor of providing computer access to California legislative documents and activities. She stated that it was disappointing to see computer access listed as only #4 on the priority list for Proposition E funds.

Cathy Bremer, Chief Steward of the Librarians' Guild, stated that the budget proposes a 44% increase in service hours but provides only a 25% increase in staff. Ms. Bremer informed the Commission that for the last eight years, staffing at the Main and Branches has been at a bare minimum. She stated that the Librarians' Guild looks forward to providing service at the level the community deserves, but that it appears the public will not be getting that service if the 1150 hours budget is adopted. Ms. Bremer indicated the Library plans to hire mostly part-time employees and that those positions could be difficult to fill. The Chief Steward suggested that the Commission consider waiting for the lost $4 million in revenue before promising more than can be delivered and that if the Commission does adopt the 1150 hours, that the increases be in a non-public service function.

Ed Regan, library patron, requested that the Commission consider replacing the Ocean View Branch.

IV. APPROVAL OF MINUTES

Commissioner Crommie requested that page 1, Section III, 2nd paragraph of the October 4, 1994, minutes be amended to read: "...her proposal for an increase in hours was approximately 25% above the 1028 hours minimum mandated by Proposition E."

Lurilla Harris, library patron, offered typographical corrections to the October 4, 1994, minutes.

Commissioner Jebe then made a motion to accept the minutes of the meetings of October 4, 1994, as amended and October 19, 1994.

ACTION: Unanimously approved

V. CONSENT CALENDAR

Commissioner Jebe moved approval of Resolution #2000: Approval of temporary exempt and non-civil service appointments and separations.

ACTION: Unanimously approved

VI. PRESIDENT'S REPORT

James P. Herlihy, President

President Herlihy recapped previous action by the Commission which adopted priorities developed from the public meetings. He stated that the Commission approved a budget scenario of 1150 open hours, a $4.5 million book budget and an operating reserve.

Mr. Dowlin presented a budget overview for the 1994/1995 supplemental incorporating Proposition E funds. He indicated the budget is based on providing over 1150 open service hours per week, an increase of 40% over current hours and 12% over the mandated hours of Proposition E. Mr. Dowlin stated the proposed $4.5 million materials budget is approximately 15% of the total library budget, and almost triple the existing materials budget. He said that the budget also provides an increase in the levels of services to the public; enhanced systemwide exhibits and programs; the use of CityWatch Channel 54; collaboration with schools, colleges and other libraries in the City, the Bay Area and the country; seed money for obtaining grants; and a $2 million reserve. Mr. Dowlin distributed the Proposition E Supplemental Request along with amendments and some replacement pages.

In response to Commissioners Zivic and Streets, Mr. Dowlin indicated the numbers of staff budgeted for the 1150 open service hours for the Branches and the Main Library are sufficient and affordable.

Commissioner Wechsler stated he was concerned regarding shortfalls in the budget.

In response to Commissioner Streets, Mr. Dowlin explained that city departments budget from year to year.

Commissioner Jebe questioned approving 1150 open service hours, stating that the future is uncertain.

In response to Commissioner Zivic, Mr. Dowlin said that he believes the 1150 open service hours budget is workable and sustainable.

In response to President Herlihy, Mr. Dowlin stated that the 29.5 additions to the Main staff are workable, but the 20 additions for the opening of the New Main are problematic because the policies determining what services and which programs will be available at the Main Library have not yet been discussed. Mr. Dowlin agreed that additional staffing may be needed for 1995/96 fiscal year, depending on what policies the Commission adopts.

In response to Commissioner Zivic, Mr. Dowlin explained that when the New Main was designed, the architects and Library staff had not fully anticipated how the project and programming would evolve.

In response to Commissioner Wechsler, Mr. Dowlin indicated that the budget represented the best estimate of how many people it will take to provide technical support and staffing for service hours and programs.

Commissioner Crommie also expressed concern whether 20 additional staff would be sufficient to cover open service hours at the New Main.

Mr. Dowlin stated that specific planning for the New Main would be done in the next fiscal year and indicated the difficulty of projecting budgets further than two years.

Commissioner Zivic stated that she was unpersuaded that the staffing would be adequate. She suggested that the money budgeted in reserve be used to fully staff the Branches and the New Main.

In response to Commissioner Jebe, Mr. Dowlin explained the baseline budget. He stated that the Library Preservation Fund is based on the assessed evaluation of the City, and if the assessed value varies, so do Proposition E funds.

In response to Commissioner Zivic, Mr. Dowlin indicated that any unspent funds are carried over automatically to the next year, so that any money left over, in effect, becomes a reserve. He stated that building a reserve into a city department's budget is unusual.

Commissioner Zivic questioned budgeting a reserve. She stated she opposed it and thought the money should be used to make sure staffing and funding for programs are adequate.

In response to Commissioner Zivic, President Herlihy explained that the Library Preservation Fund is based on property tax revenues, which have decreased over the past two years, and the budget assumes that they will continue to decrease. He stated that the funds the Library receives from the General Fund are also based on property tax revenue, with some state and federal funds. President Herlihy said the assumption is that the funds will not be increasing based on the overall poor economic state of the State and Federal Government. Commissioner Herlihy indicated that Proposition E funds may not increase over the years and very likely could decrease, and based on that assumption, a reserve is very necessary in the budget. He indicated the reserve would ensure the full opening of the New Main and maintaining the minimum of 1028 open service hours systemwide. President Herlihy recalled that the funds from Proposition E cannot be used by any other department in the City and cannot be taken away from the Library, as stated in the City Charter.

Commissioner Wechsler suggested that the reserve be earmarked for opening the New Main.

Commissioner Jebe reiterated his concerns that the Commission move frugally and cautiously.

Commissioner Crommie stated that with three major construction projects going on, the reserve is necessary and represents good planning.

President Herlihy requested the Commission set a special meeting for Thursday, November 10, 1994, to determine service hours for the Public Library system.

Mr. Dowlin stated that in addition to the issue of open hours, Commission policies will determine services and staffing levels. He proposed maximizing services by grouping Branch Libraries based on size, use and geographic distribution into Resource Branches, Regional Branches, Neighborhood Branches and Small Neighborhood Branches.

Marcia Schneider, Acting Chief of Branches, indicated that the Regional Branches are selected in part because of their location in order to more evenly distribute six-day Libraries throughout the City.

In response to Commissioner Streets, Ms. Schneider stated that the Library sees the need to upgrade Presidio Branch.

In response to Commissioner Crommie, Mr. Dowlin indicated that Resource Branches are the same as Cluster Head Branches.

VII. CITY LIBRARIAN'S REPORT

Kenneth E. Dowlin, City Librarian

Mr. Dowlin presented the budget review by program and expenditure summary for the Main and the Branches. He indicated that the two areas in the budget that have the most flexibility are staffing and books. Mr. Dowlin proposed increases in three areas of reference service--1) enhanced reference services to other city agencies; 2) document delivery via fax or computer; and 3) enhanced business reference service for a fee--for a combined start-up cost of $70,000. He anticipated that these programs would eventually generate revenue.

The City Librarian described the Public Library's designation as lead agency in the evaluation of city records and artifacts, and recommended the appointment of a city archivist at a half-year cost of $32,500.

Mr. Dowlin explained his request to upgrade reading centers to small neighborhood branch libraries, and noted that reading centers are currently managed by classification 3618 Library Technicians II, while branch libraries are managed by classification 3632 Librarians II. The City Librarian reported a policy option that the Commission might consider of assigning a Librarian I, supervised by the cluster head, to the small neighborhood branches and continuing to have the sites managed by the Technicians. In response to a question from President Herlihy, Mr. Dowlin put the cost difference between a Librarian I and II at approximately $5,000 per year, and the potential annual savings for the six upgraded reading centers at $30,000.

Commissioner Crommie and Marcia Schneider, Acting Chief of Branches, summarized the issue of resuming library service to San Francisco jails. The Commissioner recalled contacting the Sheriff's office to obtain permission for the library to obtain space and provide service at the new jail, and she expressed support for setting up a materials-lending system in the new facility and perhaps browsing collections in the others. In response to a question from the Commission president, Mr. Dowlin stated that the proposal for library service to the jails was budgeted for $168,000 per year, and for the current six-month supplemental budget request the proposal would be for one-half of that amount and was included in branch staffing. At the suggestion of Commissioner Streets, consideration of the resumption of library service to the jails was put over until the next budget cycle. President Herlihy encouraged the involvement of Project Read in future discussions of service to the jails and continued the issue until the FY 1995/96 budget.

Mr. Dowlin described the budget's inclusion of $42,000 to provide two patrol officers who would be responsible for branch library security. In response to a question from Commissioner Wechsler, the City Librarian related the proposed duties for the two positions, including responding to calls and training branch staff in dealing with problem patrons. In response to a question from Commissioner Jebe, Rachel Maclachlan, Director of Security, indicated her intent for the two officers to be dispatched as a team rather than individually. Ms. Maclachlan responded to questions and assessed security needs at the branches. President Herlihy expressed support for enhanced security in the neighborhoods, and Mr. Dowlin reported that the library has requested an additional vehicle from Central Shop to ensure adequate transportation for security.

The City Librarian reviewed the library's reductions in gardening and landscape services during past years' budget reductions and proposed budgeting $75,000 for three part-time gardeners to work with library volunteers to provide groundskeeping for branches. Commissioner Crommie recommended a two-part plan for grounds services: (1) contracting with a professional gardener to recommend systemwide planting that needs to be done and prepare a plan and timetable; and (2) contracting for landscaping and grounds maintenance rather than workordering gardeners from Recreation and Park Department. The Commission agreed to retain the $75,000 in the supplemental budget request as a personal services contract rather than as a work order with the Recreation and Park Department.

Mr. Dowlin recommended funding a position at a half-year cost of $30,000 to coordinate systemwide exhibits in the main library and branches. Commissioner Crommie lauded the efforts of Paul Signorelli, Library Volunteer Coordinator, who has been handling both volunteers and exhibits, and expressed support for the City Librarian's recommendation.

Mr. Dowlin proposed funding a teen specialist's position to make outreach to teenagers, strengthen the library's collections for teens, and work with other agencies to provide additional services. He envisioned adding a librarian II to the Office of Children's Services at a half-year cost of $30,000. Toni Bernardi, Coordinator of Children's Services, responded to questions regarding the position and Children's Amendment funding. Commissioner Streets spoke in support of the teen specialist and pointed out that service for teenagers was listed third in overall preferences from the library users' survey. The City Librarian remarked that the specialist would also be charged with training responsibilities in order to assist branch staff to expand services for teenagers. President Herlihy requested that Commissioner Streets' point to emphasize services for teenagers be noted as a top priority for future funding. Mr. Dowlin offered to provide additional planning for teens and revisit the issue when planning for FY 1995/96. In response to a question from Commissioner Jebe, Ms. Bernardi stated that collaborating with schools is the most effective means of outreach to teenagers.

Mr. Dowlin recommended adding $102,000 to fund bookbinding and proposed adding one position in Children's Services and two positions in Technical Services to centralize ordering library materials to place in every branch. Commissioner Crommie noted that centralizing purchasing would increase efficiency but expressed concern about depriving branch staff of a full voice in the selection of library materials. She recalled a discussion with the City Librarian giving assurance that the centralization would affect materials that all branches need, but that branch heads would continue to select books for individual branches.

The City Librarian recommended funding positions for two senior management assistants: one to develop service collaboratives with other agencies, and one to seek grants and outside funding sources for library projects. Commissioner Wechsler expressed Commission support for providing administrative assistance to the City Librarian. In response to a question from Commissioner Crommie, both the City Librarian and Commissioner Jebe suggested that the positions be filled with individuals with a background in administration. Commissioners Wechsler and Zivic suggested that the funding for the two positions be consolidated into one position in order to provide for a professional, senior administrator, and by consensus the Commission agreed.

Ed McBride, Director of Support Services, spoke in support of funding a personal services contract for Channel 54, Viacom's public access channel that would assist the Mayor's office, city departments and corporations through June 30, 1995. He stated that the Mayor, Clerk of the Board of Supervisors, and the City Librarian favored locating Channel 54 in the library.

In response to Commissioner Zivic, Mr. McBride stated that if funding for CityWatch, Channel 54 programs is not approved the library will have to rely upon insufficient funds from the franchise fee, and service programs will be curtailed.

Commissioner Wechsler spoke in favor of supporting additional staff, branch hours and books before providing funding for Channel 54.

Mr. McBride requested the Commission approve a one time grant from Proposition E funds and stated that he would pursue raising additional funds. He indicated that he might have to submit a funding request during the next library budget process.

Commissioner Jebe expressed support for CityWatch, Channel 54 programs, stating that CityWatch offered exposure for the library and that programming could be viewed in the library system.

Mr. McBride stated that part of the franchise contract is to wire public buildings for free and provide free basic cable.

Commissioner Gee concurred with Commissioner Wechsler's statement that money should not be diverted from the essential task of the library without first ensuring funds for library-oriented programs.

President Herlihy spoke in favor of CityWatch programming, stating that it is engaging, consistent with the library's mission and represents outreach in the community to over 166,000 cable subscribers.

Commissioner Wechsler stated that he agreed in concept, but that the primary function is to fund books, hours and staff and that once that level of funding is accomplished the library could support other programs.

Commissioner Crommie stated that funds should be expended at the lowest possible level until the New Main opens.

In response to Commissioner Wechsler, President Herlihy stated that the purpose of the special Commission meeting next week would be to apportion and tailor the 1150 hours to each branch and that tonight the Commission was to vote on the budget.

President Herlihy pointed out that currently the Library is funding the CityWatch program through audio/visual support salaries and that the Commission is being requested to approve funding for an ongoing Library program.

In response to President Herlihy, Mr. McBride stated that to keep the program operating he was requesting $65,000 through June 30, 1995.

Commissioner Wechsler maintained his position of funding books, hours and staff first. President Herlihy indicated that consensus appeared to exist to continue funding the CityWatch, Channel 54 personal services contract.

B. Mr. Dowlin indicated that the Library survey and the public hearings revealed strong interest in the neighborhood archiving program. He stated that the program would assist the branches to collect significant material, allow for computerized indexing, stimulate interest in neighborhood history and ensure the preservation of the historic materials. He recommended funding the program at a cost of $100,000 annually.

Commissioner Jebe commented that 70% of the public indicated interest in neighborhood archiving in the Library survey poll results.

Commissioner Crommie stated that neighborhood archiving would be an excellent program that could be supported by volunteers and that the maximum cost in salary should be one staff position that coordinates the work of the volunteers. She stated that she did not view this program as a high priority.

Commissioner Wechsler questioned funding the neighborhood archiving program.

In response to President Herlihy, Mr. Dowlin stated that the cost of the program could be scaled down to one position at $35,000 for six months during the beginning stages this fiscal year.

Commissioner Zivic supported Commissioner Crommie's suggestion to hire an archivist to work with volunteers and the community.

The Commission agreed by consensus to support the modified neighborhood archiving program.

In response to President Herlihy, Mr. Dowlin confirmed that all budget modifications would be reflected in the budget sent to the Mayor's office.

C. Mr. Dowlin stated that the community survey and public hearings revealed that San Franciscans want 24 hour access to the Library's online catalog and services. He requested five full-time employees, at $75,000 for six months, to provide technical support and training to assist citizens in accessing the system.

Commissioner Zivic stated that 24 hour access to the Library's online catalog and services was clearly a priority item.

Commissioner Crommie concurred with Commissioner Zivic.

President Herlihy reported that 31% of the San Francisco population have personal computers and modems at home.

Commissioner Wechsler emphasized that online access was not the Library's primary mission.

Commissioner Streets stated that online access was one of the highest ranked responses of the telephone and clipboard survey.

President Herlihy noted that the Commission had reached consensus in support of the recommendation.

D. Mr. Dowlin requested funding of $55,000 for six months or $110,000 annually to recruit part-time staff to continue the development of the multi-media database for preserving historical material and for providing remote access to the public.

Mr. McBride stated that the Library is presently involved in negotiations with SFSU to design Internet gofers and access tools.

In response to Commissioner Crommie, Mr. McBride stated that the multi-media data base would initially serve the New Main and six Resource Branches.

Commissioner Crommie expressed support.

Seema Grover, Finance Director, reviewed the policy decisions that were amended by the Commission: delete Jail Project from the branches; retain $75,000 for gardening service in the form of a personal services contract; list children and teen services as priority funding items for the next fiscal year; create one senior management position with funds from consolidating two proposed positions; place a cap of $65,000 on CityWatch, channel 54 programming; place a cap of $35,000 on neighborhood archiving; place a cap of $75,000 on technical support and place a cap of $110,000 annually on multi-media.

Mr. Dowlin requested that any additional revenues be allocated to the reserve or the book budget.

President Herlihy pointed out that the issue of Library service to the jails would be revisited.

Ms. Grover stated that if the Jail project is not funded out of the supplemental, the line item would be removed from the Branches' budget request.

In response to Commissioner Wechsler, Ms. Schneider expressed concern that there were cost implications with the budget regarding staffing levels and hours. She pointed out that the rearrangement of the 1150 service hours to accommodate additional nights and weekend hours would require additional funding.

President Herlihy requested that Ms. Schneider provide two Branch hour scenarios featuring 1150 weekly service hours. Ms. Schneider pointed out that reallocating service hours to include Sunday hours may reduce the overall total number of system open hours.

The Commission recessed at 8:50 PM and reconvened at 9:02 PM.

Commissioner Streets stated that programs for seniors ranked high on the survey result and she suggested that in the next budget cycle the Commission consider senior programs.

Commissioner Jebe made the motion to adopt the budget as presented by Mr. Dowlin and to include the amended items noted by Ms. Grover.

Carol Steiman, Friends of the San Francisco Public Library, commended the Commission for removing the Jail program from the branch line item budget. Ms. Steiman encouraged Commission discussion on staffing the six small branch libraries and expressed concern regarding the shifting of programs from City Hall to the Library without funding.

In response to Ms. Steiman, Ms. Schneider stated that she envisioned a full-time Librarian II, Senior Technician and complement of pages at the small neighborhood Branch Libraries.

In response to Commissioner Crommie, Ms. Schneider stated that she would not recommend staffing the branch library with 3618 Senior Technician and 3630

Librarian I since the positions cannot supervise one another.

Ms. Bremer reiterated that the staffing plan is very sparse and that Proposition E funding should provide more money for public service.

In response to Commissioner Crommie, Ms. Bremer expressed agreement with Ms. Schneider's suggested staffing plan for a Librarian II and Senior Technician at small branches.

Marti Kashuba, Bernal Library patron, stated that she does not support the budget and that centralized book purchasing is disturbing. In response, Mr. Dowlin stated that the preparation of the book list is centralized, but that the selection is not.

Mr. Whistler suggested that the Commission did not have sufficient information to vote on the list of items presented and that the Commission should either wait another cycle or put all the items in reserve.

Mr. Hale stated that the materials budget is in jeopardy of being reduced if the Library service hours are fixed at 1150, the cost of the New Main is absorbed and if adequate staffing is to be maintained. He suggested that the Commission reserve the flexibility of the 1028 service hours with an option of adding service hours in the future.

In response to Miriam Blaustein, Library patron, Channel 54 Manager, Zane Blaney, spoke in support of maintaining the channel, stating that there were 331 hours of Library programming on Channel 54 during the last fiscal year. He stated that without the Library's financial assistance of $60,000, the City Emergency Preparedness Program and other critical programs will be curtailed.

Jean Amos, Library patron, promoted sufficient staffing, outreach programs and programs with the schools. Ms. Amos stated that funding Channel 54 was an inappropriate way to use Proposition E funding.

Ruth Maginnis, Children's Librarian, suggested that the Commission increase staffing levels in accordance with service hours. She noted that community outreach takes the Librarian away from the Library and that centralized purchasing does not meet the needs of many branches.

ACTION: Motion passed, 6-1

President Herlihy	Yea
Commissioner Crommie	Yea
Commissioner Gee	Yea

Commissioner Jebe	Yea
Commissioner Streets	Yea
Commissioner Wechsler	Yea
Commissioner Zivic	Nay

VIII. FINANCE COMMITTEE REPORT

Commissioner Norman Wechsler, Chair

A. On Commissioner Zivic's motion, the Commission voted to approve Resolution #2001, to request, accept and expend $16,617 available in grant funds awarded through the California State Library from Title I of the Library Services and Construction Act to enhance the public computer work station at the San Francisco Public Library for the Blind and Print Handicapped by adding braille capabilities.

ACTION: Unanimously approved

B. On Commissioner Jebe's motion, the Commission voted to approve Resolution #1998, to accept and expend $425,006 available through United States Department of Commerce, National Technology Information Administration for the purpose of establishing the San Francisco Connection-City and County Online Human Services Directory.

ACTION: Unanimously approved

IX. PLANNING COMMITTEE

Commissioner Karen Crommie, Chair

No report

X. BUILDING/FACILITIES COMMITTEE REPORT

Commissioner Jan Zivic, Chair

No report

XI. ADJOURNMENT

President Herlihy made the motion to adjourn the Commission meeting.

ACTION: Unanimously approved

The regular San Francisco Public Library Commission meeting of November 1, 1994, was adjourned at 9:40 PM.

Donna Marion

Donna Marion
Assistant to the Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission. Copies of the Commission handouts will be located in the office of the Commission Secretary.

11/94:dm

REPLACEMENT PAGES

FOR COMMISSION MEETING

TUESDAY

NOVEMBER 1, 1994

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San Francisco Public Library
01-Nov-94

Proposed Prop E Summary Financial Plan

3 year projection

1150 hours

	GF* FY 93/94 TOTAL	Subtotal** FY 94/95	Prop E FY 94/95 Requested***	YEAR 1 FY 94/95 TOTAL	YEAR 2 FY 95/96 TOTAL	YEAR 3 FY 96/97 TOTAL
Anticipated Revenue				$31,122,198	$31,122,198	$31,122,198
Divisions****						
Branches	5,836,087	$6,586,087	$1,703,348	$8,289,435	$8,993,505	$8,993,505
Main	5,534,421	$5,534,421	1,048,643	$6,583,064	$7,418,536	$7,918,536
Support Services	2,014,658	$2,014,658	$622,883	$2,637,541	$3,225,727	$3,475,727
Tech Services	2,291,000	$2,697,102	$700,221	$3,397,323	$3,769,211	$3,769,211
Book Budget	1,118,000	$1,748,000	$2,752,000	$4,500,000	$3,500,000	$3,500,000
Automation	910,200	$910,200	$346,644	$1,256,844	$1,661,745	$1,661,745
Administration	1,136,588	$1,387,486	$318,672	$1,706,158	$2,024,830	$2,024,830
OCS	270,000	$248,722	$76,380	$325,102	$325,102	$325,102
Subtotal	**$19,110,954**	**$21,126,676**	**$7,568,792**	**$28,695,468**	**$30,918,655**	**$31,668,655**
			$0			
UNALLOCATED		1st supplem	$1,287,000			
FUNDS			$2,244,208	***$2,244,208***		
cummulative						$2,244,208
			$11,100,000	**$30,939,676**	**$30,918,655**	**$33,912,863**

***GF - General Fund, includes Children's Budget**

****This column totals all funds allocated in FY 94-95 to date**

*****Total requested funds for the 2nd half of FY 94-95 increasing hours to 1150**

******These amounts represent total budget for each division, excluding system wide services. For an explanation of core services, line item detail, and additional staff, see pagos C - J**

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San Francisco Public Library
01-Nov-94

Proposed Prop E Detailed Financial Plan

3 year projection

	GF* FY 93/94 TOTAL	GF FY 94/95 1st half	Startup Supplem** 1st half	GF FY 94/95 2nd half	Subtotal*** FY 94/95	1150 hours Prop E FY 94/95 Requested****	YEAR 1 FY 94/95 TOTAL	YEAR 2 FY 95/96 TOTAL	YEAR 3 FY 96/97 TOTAL
Anticipated Revenue							$31,122,198	$31,122,198	$31,122,198
Divisions*****									
Branches	5,836,087	$3,293,044		$3,293,044	$6,586,087	$1,703,348	$8,289,435	$8,993,505	$8,993,505
Main	5,534,421	$2,767,211		$2,767,211	$5,534,421	1,048,643	$6,583,064	$7,418,536	$7,918,536
Support Services	2,014,658	$1,007,329		$1,007,329	$2,014,658	$622,883	$2,637,541	$3,225,727	$3,475,727
Tech Services	2,291,000	$1,145,500	$406,102	$1,145,500	$2,697,102	$700,221	$3,397,323	$3,769,211	$3,769,211
Book Budget	1,118,000	$559,000	$630,000	$559,000	$1,748,000	$2,752,000	$4,500,000	$3,500,000	$3,500,000
Automation	910,200	$455,100		$455,100	$910,200	$346,644	$1,256,844	$1,661,745	$1,661,745
Administration	1,136,588	$568,294	$250,898	$568,294	$1,387,486	$318,672	$1,706,158	$2,024,830	$2,024,830
OCS	270,000	$124,361		$124,361	$248,722	$76,380	$325,102	$325,102	$325,102
Subtotal	$19,110,954	$9,919,838	$1,287,000	$9,919,838	$21,126,676	$7,568,792	$28,695,468	$30,918,655	$31,668,655
				left to spend		$0			
UNALLOCATED FUNDS				Already spent	on 1st supplem	$1,287,000			
				Reserve		$2,244,208	*$2,244,208*		
cummulative									$2,244,208
				Total spent		$11,100,000	$30,939,676	$30,918,655	$33,912,863

*GF - General Fund, includes Children's Budget

**Startup Supplemental Prop E- approved by Library Commission

***This column totals all funds allocated in FY 94-95 to date

****Total requested funds for the 2nd half of FY 94-95 increasing hours to 1150

*****These amounts represent total budget for each division, excluding system wide services. For an explanation of core services, line item detail, and additional staff, see pages C - J

Replace D with this
page D.1

SAN FRANCISCO PUBLIC LIBRARY
LIBRARY PRESERVATION FUND
PROPOSED
IMPLEMENTATION PLAN

	Core Services
Regional Branches *Staff Recommendations:* *Bayview/Anna E. Waden* *Marina* *Ortega* *Western Addition*	**Hours 45/week** **6 days, 2 nights (one night Bayview)** Monday-Saturday Circulation - 45 hours Outreach - 8-10 hours Reference 7 Reader's Advisory - 45 hours Children's - 35 hours COMMISSION PRIORITY 1
	See page K for financial information
Resource Branches *Staff Recommendations:* *Chinatown* *Excelsior* *Mission* *Richmond* *Sunset* *West Portal*	**Hours 55/week** **7 days, 3 nights** Sunday-Saturday Circulation - 55 hours Outreach - 12-15 hours Reference & Reader's Advisory - 55 hours Children's - 49 hours COMMISSION PRIORITY 1
	See page K for financial information

Replace Page H with
this page H.1

SAN FRANCISCO PUBLIC LIBRARY
LIBRARY PRESERVATION FUND
PROPOSED
IMPLEMENTATION PLAN

	Core Services
Automation	To coordinate Channel 54 production for not only the Library but other City departments To fully implement community archives and databases project To fully supply Network Support including: **coverage of all open hours **internet connection and support **telecommunications specialist full time to assist in the growing telecommunications network of SFPL To fully implement the multimedia project
	COMMISSION PRIORITY 4
	See page M for financial information

Replace K with this Page K.1

Comparison of hours

	Current hours	Proposed	% increase
Main	47	60	28
Branches	754	1,090	45
	801	**1,150**	

	Branches			%	FY 94-95	Supplemental	%	Core
		FY 94-95	Supplemental	More	FTE	FTE	More	Services
001	Perm Salaries	3,421,111	1,385,972		164	46.5	28%	See pages C & D
018	Premium Pay	76,519						
020	Temporary Salaries	1,828,886						
060	Mandatory Fringe Benefits	1,094,256	245,845					
144	Membership Dues	20,923						
109	Other Contractual Services	2,600						
146	Rents	89,088						
130	Materials & Supplies	22,967	20,000					
220	Equipment & Books	29,737	51,531					
	Total Request	6,586,087	**1,703,348**	**26%**				

	Office of Children's Services			%	FY 94-95	Supplemental	%	Core
		FY 94-95	Supplemental	More	FTE	FTE	More	Services
001	Perm Salaries	195,000	56,029		4	2.4	60%	See page E
060	Mandatory Fringe Benefits	46,965	10,651					
120	Other Services	0	1,200					
130	Materials & Supplies	5,357	3,000					
220	Equipment & Books	0	2,000					
30	Services of Other Departments	1,400	3,500					
	Total Request	248,722	**76,380**	**31%**				

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	Technical Services			%	FY 94-95	Supplemental	%	Core
		FY 94-95	Supplemental	More	FTE	FTE	More	Services
001	Perm Salaries	1,223,254	343,057		49	19	39%	See page G
020	Temporary Salaries	198,396	37,973					
018	Premium Pay	25,106						
060	Mandatory Fringe Benefits	420,101	73,016					
144	Membership Dues	13,061						
109	Other Contractual Services	25,000	102,000					
120	Other Services	630,289	101,000					
130	Materials & Supplies	117,890	43,176					
220	Equipment & Books	44,005	0					
	Total Request	2,697,102	**700,221**	**26%**				

	Book Budget			%	Core
		FY 94-95	Supplemental	More	Services
220	Equipment & Books	1,748,000	**2,752,000**	**157%**	See page G

	Main			%	FY 94-95	Supplemental	%	Core
		FY 94-95	Supplemental	More	FTE	FTE	More	Services
001	Perm Salaries	3,701,543	563,693		143	29.5	21%	See page F
018	Premium Pay	76,518						
020	Temporary Salaries	616,067	312,575					
060	Mandatory Fringe Benefits	993,902	140,875					
102	Professional Services	22,423	1,500					
144	Membership Dues	20,923						
109	Other Contractual Services	47,000	13,000					
120	Other Services	22,500						
130	Materials & Supplies	18,498	17,000					
220	Equipment & Books	15,048						
	Total Request	5,534,422	**1,048,643**	**19%**				

	Administration			%	FY 94-95	Supplemental	%	Core
		FY 94-95	Supplemental	More	FTE	FTE	More	Services
								See page J
001	Perm Salaries	701,253	169,883		19	8	42%	
018	Premium Pay	13,413						
020	Temporary Salaries	120,982						
060	Mandatory Fringe Benefits	198,516	33,287					
102	Professional Services	29,000	30,000					
112	Travel	100	14,114					
113	Training	6,335	5,000					
109	Other Contractual Services	13,941						
120	Other Services	74,750	2,500					
130	Materials & Supplies	99,913	28,889					
220	Equipment & Books	3,524	20,000					
30	Services of Other Departments	125,759	15,000					
	Total Request	1,387,486	**318,672**	**23%**				

	Automation			%	FY 94-95	Supplemental	%	Core
		FY 94-95	Supplemental	More	FTE	FTE	More	Services
001	Perm Salaries	389,624	142,601		8	8.5	106%	See page H
020	Temporary Salaries	0	149,397					
060	Mandatory Fringe Benefits	84,198	48,068					
106	Data Processing Maintenance	44,814						
109	Other Contractual Services	12,000	3,000					
123	Telephone	285,232						
130	Materials & Supplies	30,828	3,579					
231	Data Processing Equipment	63,504						
	Total Request	910,200	**346,644**	**38%**				

Replace N with this Page N.1

	Support Services	FY 94-95	Supplemental	% More	FY 94-95 FTE	Supplemental FTE	% More	Core Services
001	Perm Salaries	1,265,892	236,048		36	13	36%	See page I
010	Overtime	14,454	8,000					
012	Holiday Pay	2,097						
020	Temporary Salaries	5,768						
060	Mandatory Fringe Benefits	308,466	55,686					
109	Other Contractual Services	74,880	19,420					
111	Use of Employee Car	3,400	3,000					
115	Sewer/Sanitation	25,451	4,549					
120	Other Services	2,500						
140	Fixed Charges	2,095						
146	Rents	0	16,500					
130	Materials & Supplies	81,905	33,850					
220	Equipment & Books	3,524	40,000					
30	Services of Other Departments	224,226	205,831					
	Total Request	2,014,658	**622,883**	**31%**				

		FY 94-95 FTE	Supplemental FTE	% More
Total Supplemental Request	**$7,568,792**	423	126.9	30%

Proposition E Chart

Increases in Main Library Staffing
1994/95, 95/96, 96/97
(Per Library Commission's Directions)

Main Library Staffing							
	94/5	94/5	94/5	95/6	95/6	96/7	96/7
	Current	Adds	Total	Adds	Total	Adds	Total
3638	1		1		1		1
3834	5		5	1	6		6
3632	15.5	2	17.5	2	19.5		19.5
3630	38.8	8	46.8	5	51.8		51.8
3618	4	6	10	2	12		12
3616	25.5	4.5	30		30		30
3610	19.3	9	28.3	1.5	29.8	1.5	31.3
3602 FT Page	12		12	1.5	13.5	1.5	15
1842			0	1	1		1
1426	1		1		1		1
1424	1		1		1		1
1367				2	2		2
1366	1		1		1		
1364				1	1		1
TOTAL	124.1	29.5	153.6	17	170.6	3	173.6

173.6
-153.6
20.0 (FTEs)

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PROJECTED PLAN FOR THE LIBRARY MATERIALS BUDGET

Last year the library's materials budget was $1,118,000. Based on the Library Commission's priorities we project a materials budget of $4,500,000, a 400% increase over 1993-94.

The library's projected expenditure for these funds is:

Books	80%
Non-book Materials (Audio tapes, Multi-media kits for children, Video tapes, Audio CDs)	15%
Online Database Indexes	5%

In this projected budget, the Main Library and the Cluster Branches will receive as a baseline twice as much money for the purchase of adult books as in 1993-94, increasing their average book budgets.

Main Library	$235,800	to	$471,600
Cluster Branches	138,800	to	277,600

The other branches will have these baseline adult book budgets tripled in order to purchase the materials necessary to enhance their collections to support the projected increase in hours and services, increasing their average book budgets.

Smaller Branches	$311,000	to	$934,800

The remaining funds will fund long term collection development, expanding formats to meet public demand, to purchase materials in other languages, and for opening day collections for the New Main.

COTS
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RANDUM

ibrary Commission

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emental Request

ting my request for the supplementals from the Mayor and
tation of Proposition E by January 1, 1995. I trust that these
mation for the Library Commission to adopt the request on the
neeting. The Administration Team and I have thoroughly
Library's needs. Thank you for your support.

d from the community survey and hearings. (Page 1)

the Commission October 13, 1994. (Page 2)

d financial Plan. (Page A)

ary Financial Plan. (Page B)

ices by division that are attainable with the projected supplemental
J)

enditure summary for the proposed supplemental. (Pages K-N)

ns. (Pages 3, 4, 5)

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PRIORITIES
As reported in Library Survey and Public Hearings

INCREASE LIBRARY OPEN HOURS

- o Reading Centers to Branches

INCREASE MATERIAL/BOOKS

- o Enhance Children's Programs

INCREASE STAFF

- o Librarians
- o Enhance Reading Centers
- o Outreach
- o Bilingual Staff & Programs

IMPROVE COMPUTER ACCESS

CREATE RESERVE OF $1.5 MILLION

THE SAN FRANCISCO PUBLIC LIBRARY
STRATEGY PLAN

IMPLEMENTATION OF PROPOSITION E
1994-1995/1998-1999

Recommended by Kenneth E. Dowlin, City Librarian
October 13, 1994
Adopted by Library Commission October 13, 1994

GOALS

- 1150 hours of service based on the attached schedule (and to maintain those hours for four years)
- Materials budget of at least $ **4.5 million**
- Open New Main Library in 1996
- Complete renovation of Chinatown and Mission Branches
- Implement Phase I of ADA Plan
- To implement mission based budgeting (required by the Mayor):
  - New accounting system
  - Position control system
  - Collection development program with system-wide review of all aspects of collection and processing.
- To implement online acquisition system tied to accounting system.
- To increase computer and data base access to the citizens:
  - Dial-up access to OPAC
  - Controlled access to INTERNET
  - Implementation of NTIA Project
  - Develop increased preservation and organization of archival materials.
- Implement Region II Libraries Network with SFUSD, City College and SFSU.
- To increase non general funds for Library programs:
  - Federal
  - State
  - Private and Foundation donations
- To increase system-wide access to Library material:
  - Online reserve system
  - Increased delivery service to all branches
  - Online reference program (virtual library)

- Reserve

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PROPOSITION E

SUPPLEMENTAL REQUEST

PROGRAM HIGHLIGHTS

There are a number of program highlights contained in the budget request that I would like to draw to your attention. These are programs that are not now in existence, but with Proposition E funds are possible. The commission will want to consider these items in order to develop the San Francisco Public Library programs for implementation. The items are listed below:

MAIN LIBRARY

The implementation of the expedited reference service which is composed of several elements: 1) enhanced reference services to other City Agencies, 2) document delivery via fax or computer, and 3) enhanced business reference service for a fee. While it is anticipated that these programs will generate revenue, it requires startup staff.

The implementation of the City Archives and historical materials program. Just this year the Board of Supervisors have adopted a resolution designating the library as the lead agency in the evaluation of city records and artifacts for their historical value. While the library may not want all the items itself these resolutions provide the opportunity for the library to review for retention purposes all documents and artifacts currently owned by the city that may be declared surplus by the owning department.

BRANCH LIBRARIES

The budget request provides funds to upgrade the Reading Centers to full branch services as detailed in the Goals Chart.

The Planning Committee of the Commission has been considering a report by a consultant on the desirability and the costs associated with providing library services at all City and County Jails.

SUPPORT SERVICES

The budget request includes security staff to provide roving coverage at the branches. Currently security staff from the main library responds to patron situations at the branch when they have the time. Obviously, emergency situations are referred to the police. This program would add two (2) security officers.

The use of Park and Recreation gardeners for the grounds around libraries was eliminated in the last budget year. The budget request includes the cost for 3 part time gardeners to train and supervise the volunteers that are in place in a number of branches, would assist in starting

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new volunteer groups, and would deal with technical needs such as getting the trees pruned and planters groomed. The cost of this program is $75,000.

COMMUNITY RELATIONS

The main library and branches have had many programs for adults and children with exhibits around those programs. Currently they are provided at the branch level. This program would coordinate all adult programs and exhibits throughout the system so that resources could be shared, and outside material can be incorporated in the program.

OFFICE OF CHILDREN'S SERVICES

A new program is contained in the budget for a Teen Services Specialist. This staff person would provide selection of teen materials, training for branch staff in teen issues, and outreach programs specifically designed for teens.

Increased centralization of the selection of Children's materials to free up the time of the Children's librarians in the branches to work in outreach with the schools and other children's agencies.

TECHNICAL SERVICE

Increasing centralized selection of adult materials. Many of the items desired by the branch libraries are the same in every branch. Selecting them centrally shortens the time to obtain an item, place it on the shelf, and provides a consistency to the collections.

Increased contracting out of processing. The Library's program for contracting the cataloging and processing of general materials has been very successful in saving the library money. This program is important to the ability of the library to spend the materials budget as efficiently as possible.

ADMINISTRATION

The Mayor, and others are strongly encouraging city departments to enter into collaborative in order to obtain outside funding and to stretch scarce city dollars. The addition of a Management Assistant to the City Librarian's Office would increase the library's ability to collaborate with other agencies in the City, the SF Unified School District, SFSU, and City College of San Francisco. The library has not had the ability to keep up with all the initiatives and opportunities.

Likewise, the library has had to forgo opportunities for grants, donations and contributions of resources that are increasingly coming from the community. It is important for the library to have the ability to follow up on leads for additional funding. All of the city departments are seeing opportunities pass by because they do not have the ability to develop the coordination and drafting of grant and gift proposals.

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AUTOMATION

The budget request includes funding for the operation of the CityWatch, Channel 54 program. It is anticipated that the new main library would provide access to government agencies, and in some cases the public, to this community communications medium. The library has been "keeping the channel warm" throughout outside funding. This program would truly extend library communications to virtually every home in San Francisco.

The community survey and public hearings showed that the neighborhoods would like to have community archives in their branches. The Neighborhood archiving program which would assist the branches to collect significant material, organize them, and index them on the library's computer would stimulate interest in neighborhood history and ensure the preservation of the historic materials.

The community survey and public hearings also showed that the citizens of San Francisco want 24 hour access to the Library's online catalog and services. This budget reflects technical support for this program by providing trained technians to assist citizens in accessing the system.

The library has experimented with the creation of a multi-media data base for preserving historical material and for providing remote access to the public. While it is anticipated that the majority of the funding will be from non city resources, the coordination and planning for this program needs to start now.

Community Resource Files.

Network access from the home to the library and from SFPL to other libraries and information resources via the INTERNET. This program will ensure that citizens of SF will have access to the "Electronic Interstate Highway" and that the library will have access to the funds being made available from the Federal and State Governments.

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25-Oct-94

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Proposed Prop E Detailed Financial Plan

3 year projection

	GF* FY 93/94 TOTAL	GF FY 94/95 1st half	Startup Supplem** 1st half	GF FY 94/95 2nd half	Subtotal*** FY 94/95	1150 hours Prop E FY 94/95 Requested****	YEAR 1 FY 94/95 TOTAL	YEAR 2 FY 95/96 TOTAL	YEAR 3 FY 96/97 TOTAL
Anticipated Revenue							$31,122,198	$31,122,198	$31,122,198
Divisions*****									
Branches	5,836,087	$3,293,044		$3,293,044	$6,586,087	$1,703,348	$8,289,435	$8,289,435	$8,289,435
Main	5,534,421	$2,767,211		$2,767,211	$5,534,421	1,048,643	$6,583,064	$7,333,064	$7,833,064
Support Services	2,014,658	$1,007,329		$1,007,329	$2,014,658	$723,105	$2,737,763	$3,668,882	$4,418,882
Tech Services	2,291,000	$1,145,500	$406,102	$1,145,500	$2,697,102	$711,621	$3,408,723	$3,408,723	$3,408,723
Book Budget	1,118,000	$559,000	$630,000	$559,000	$1,748,000	$2,752,000	$4,500,000	$4,500,000	$4,500,000
Automation	910,200	$455,100		$455,100	$910,200	$386,628	$1,296,828	$1,295,109	$1,295,109
Administration	1,136,588	$568,294	$250,898	$568,294	$1,387,486	$345,116	$1,732,602	$1,732,602	$1,732,602
OCS	270,000	$124,361		$124,361	$248,722	$76,380	$325,102	$325,102	$325,102
Subtotal	**$19,110,954**	**$9,919,838**	**$1,287,000**	**$9,919,838**	**$21,126,676**	**$7,746,841**	**$28,873,517**	**$30,552,917**	**$31,802,917**
				left to spend		($0)			
UNALLOCATED				Already spent	on 1st supplem	$1,287,000			
FUNDS				Reserve		$2,066,159	***$2,066,159***	***$500,000***	
cummulative									$2,566,159
				Total spent		**$11,100,000**	**$30,939,676**	**$31,052,917**	**$29,236,758**

*GF - General Fund, includes Children's Budget

**Startup Supplemental Prop E- approved by Library Commission

***This column totals all funds allocated in FY 94-95 to date

****Total requested funds for the 2nd half of FY 94-95 increasing hours to 1150

*****These amounts represent total budget for each division, excluding system wide services. For an explanation of core services, line item detail, and additional staff, see pages C - J

San Francisco Public Library
25-Oct-94

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Proposed Prop E Summary Financial Plan
3 year projection

1150 hours

	GF* FY 93/94 TOTAL	Subtotal** FY 94/95	Prop E FY 94/95 Requested***	YEAR 1 FY 94/95 TOTAL	YEAR 2 FY 95/96 TOTAL	YEAR 3 FY 96/97 TOTAL
Anticipated Revenue				$31,122,198	$31,122,198	$31,122,198
Divisions****						
Branches	5,836,087	$6,586,087	$1,703,348	$8,289,435	$8,289,435	$8,289,435
Main	5,534,421	$5,534,421	1,048,643	$6,583,064	$7,333,064	$7,833,064
Support Services	2,014,658	$2,014,658	$723,105	$2,737,763	$3,668,882	$4,418,882
Tech Services	2,291,000	$2,697,102	$711,621	$3,408,723	$3,408,723	$3,408,723
Book Budget	1,118,000	$1,748,000	$2,752,000	$4,500,000	$4,500,000	$4,500,000
Automation	910,200	$910,200	$386,628	$1,296,828	$1,295,109	$1,295,109
Administration	1,136,588	$1,387,486	$345,116	$1,732,602	$1,732,602	$1,732,602
OCS	270,000	$248,722	$76,380	$325,102	$325,102	$325,102
Subtotal	**$19,110,954**	**$21,126,676**	**$7,746,841**	**$28,873,517**	**$30,552,917**	**$31,802,917**
			($0)			
UNALLOCATED		1st supplem	$1,287,000			
FUNDS			$2,066,159	***$2,066,159***	***$500,000***	
cummulative						$2,566,159
			$11,100,000	**$30,939,676**	**$31,052,917**	**$29,236,758**

***GF - General Fund, includes Children's Budget**

****This column totals all funds allocated in FY 94-95 to date**

*****Total requested funds for the 2nd half of FY 94-95 increasing hours to 1150**

******These amounts represent total budget for each division, excluding system wide services. For an explanation of core services, line item detail, and additional staff, see**

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SAN FRANCISCO PUBLIC LIBRARY
LIBRARY PRESERVATION FUND
PROPOSED
IMPLEMENTATION PLAN

	Core Services
Small Neighborhood Branches *Staff Recommendations:* *Glen Park* *Golden Gate Valley* *Ingleside* *Ocean View* *Portola* *Visitacion Valley*	**Hours 32/week** **5 days, 1 night** Tuesday-Saturday Circulation - 32 hours/week Outreach - 4 hours/week Reference & Reader's Advisory - 32 hours/week Children's - 25 hours/week COMMISSION PRIORITY 1
	See page K for financial information
Neighborhood Branches *Staff Recommendations:* *Anza* *Bernal Heights* *Eureka Valley/Harvey Milk* *Merced* *Noe Valley/Sally Brunn* *North Beach* *Park* *Parkside* *Potrero* *Presidio*	**Hours 37-40/week** **5 days, 2 nights** 5 branches M-F 5 branches T-S Circulation - 40 hours Outreach - 6-8 hours Reference & Reader's Advisory - 37-40 hours Children's - 30 hours COMMISSION PRIORITY 1
	See page K for financial information

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SAN FRANCISCO PUBLIC LIBRARY
LIBRARY PRESERVATION FUND
PROPOSED
IMPLEMENTATION PLAN

	Core Services
Regional Branches *Staff Recommendations:* *Bayview/Anna E. Waden* *Marina* *Ortega* *Western Addition*	**Hours 45/week** **6 days, 2 nights (one night Bayview)** Monday-Saturday Circulation - 45 hours Outreach - 8-10 hours Reference 7 Reader's Advisory - 45 hours Children's - 35 hours COMMISSION PRIORITY 1
	See page K for financial information
Resource Branches *Staff Recommendations:* *Chinatown* *Excelsior* *Mission* *Richmond* *Sunset* *West Portal*	**Hours 55/week** **7 days, 3 nights** Monday-Saturday Circulation - 55 hours Outreach - 12-15 hours Reference & Reader's Advisory - 55 hours Children's - 55 hours COMMISSION PRIORITY 1
	See page K for financial information

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SAN FRANCISCO PUBLIC LIBRARY LIBRARY PRESERVATION FUND PROPOSED IMPLEMENTATION PLAN	
	Core Services
Office of Children's Services	Programs and coordinated materials selection for teens Increased programs for children throughout the system as well as programmatic support for system librarians More childrens materials, faster selection and acquisition Ongoing publication of booklists, pathfinders and brochures to help children find materials and to assist them with research and homework Expanded Summer Reading Program to encourage literacy skills COMMISSION PRIORITY 2
	See page K for financial information

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SAN FRANCISCO PUBLIC LIBRARY
LIBRARY PRESERVATION FUND
PROPOSED
IMPLEMENTATION PLAN

	Core Services
Main Library	**7 days/3 nights** **Hours 60/week** **circulation all hours** reference/branches' support (collections only after 6pm) readers advisory all open hours special collections 34 hours per week mandated research collections all open hours e.g. government documents resource collection & services, all open hours e.g. art/music, business/science special services e.g., deaf/hearing impaired, learning differences 39 hours per week, Literacy (systemwide services) 37.5 hours per week telephone information & referral (systemwide service) 69 hours per week children's services all open hours COMMISSION PRIORITY 1
	See page L for financial information

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SAN FRANCISCO PUBLIC LIBRARY
LIBRARY PRESERVATION FUND
PROPOSED
IMPLEMENTATION PLAN

	Core Services
Technical Services	Items to be purchased with $4.5 million book budget: 80% Books 15% Non-book format 5% online database Centralize selection of as many materials as possible including foreign language materials To place the increased number of orders in a timely way, to support increased outsourcing of cataloging and physical processing, to centralize the acquisition of foreign language materials, to maintain a one-day turnaround time for all periodicals and serials To provide in-house cataloging and physical processing for the materials that can't be outsourced To develop a preservation program for the library that includes a component to insure that all damaged books are replaced or repaired and returned to circulation COMMISSION PRIORITY 2
	See page L for financial information

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SAN FRANCISCO PUBLIC LIBRARY
LIBRARY PRESERVATION FUND
PROPOSED
IMPLEMENTATION PLAN

	Core Services
Automation	To coordinate Channel 54 production for not only the Library but other City departments To fully implement the NTIA/TIIAP grant To fully supply Network Support including: **coverage of all open hours **internet connection and support **telecommunications specialist full time to assist in the growing telecommunications network of SFPL COMMISSION PRIORITY 4
	See page M for financial information

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COMMISSION PRIORITY 1
SAN FRANCISCO PUBLIC LIBRARY
IMPLEMENTATION PLAN

	Core Services
Support Services	To have security services available during all open hours To clean all Branch windows To complete phase 1 of the American Disabilities Act (ADA) To complete improvements at the new Portola Branch site; roof repair at Western Addition will be completed; minor improvements at various branch sites Improvements will be achieved in physical appearance/maintenance and cleanliness of the branches by restoration of custodial personnel to level which can adequately clean the facilities Chief stationary engineer on board to be the lead person in the New Main commissioning process and compiling manuals/software for operation of the building
	COMMISSION PRIORITY 1
	See page N for financial information

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SAN FRANCISCO PUBLIC LIBRARY
IMPLEMENTATION PLAN

	Core Services
Administration	Community Relations: To publicize the new, enhanced hours which include releases to the media, production of flyers, bookmarks, and schedules informing the public of the current hours To incorporate this information into other library products, such as service brochures, bibliographies, branch brochures, and annual reports Coordinate the library's monthly calendar of events, media releases and media inquiries, and oversee graphics and reproduction functions in support of all library departments Finance: To implement mission based budgeting linking all funding sources To efficiently manage all financial aspects of the library preservation fund Human Resources: To recruit, train and process all new employees for the extended hours To implement a position control system to efficiently manage personnel costs COMMISSION PRIORITY 1
	See page M for financial information

sg/10/25/94

Expenditure Summary
25-Oct-94

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Comparison of hours

	Current hours	Proposed	% increase
Main	47	60	28
Branches	754	1,090	45
	801	**1,150**	

	Branches			%	FY 94-95	Supplemental	%	Core
		FY 94-95	Supplemental	More	FTE	FTE	More	Services
001	Perm Salaries	3,421,111	1,385,972		164	46.5	28%	See pages C & D
018	Premium Pay	76,519						
020	Temporary Salaries	1,828,886						
060	Mandatory Fringe Benefits	1,094,256	245,845					
144	Membership Dues	20,923						
109	Other Contractual Services	2,600						
146	Rents	89,088						
130	Materials & Supplies	22,967	20,000					
220	Equipment & Books	29,737	51,531					
	Total Request	6,586,087	**1,703,348**	**26%**				

	Office of Children's Services			%	FY 94-95	Supplemental	%	Core
		FY 94-95	Supplemental	More	FTE	FTE	More	Services
001	Perm Salaries	195,000	56,029		4	2.4	60%	See page E
060	Mandatory Fringe Benefits	46,965	10,651					
120	Other Services	0	1,200					
130	Materials & Supplies	5,357	3,000					
220	Equipment & Books	0	2,000					
30	Services of Other Departments	1,400	3,500					
	Total Request	248,722	**76,380**	**31%**				

	Technical Services			%	FY 94-95	Supplemental	%	Core
		FY 94-95	Supplemental	More	FTE	FTE	More	Services
001	Perm Salaries	1,223,254	343,057		49	19	39%	See page G
020	Temporary Salaries	198,396	37,973					
018	Premium Pay	25,106						
060	Mandatory Fringe Benefits	420,101	73,016					
144	Membership Dues	13,061						
109	Other Contractual Services	25,000	102,000					
120	Other Services	630,289	105,000					
130	Materials & Supplies	117,890	50,576					
220	Equipment & Books	44,005	0					
	Total Request	2,697,102	**711,621**	**26%**				

	Book Budget			%	Core
		FY 94-95	Supplemental	More	Services
220	Equipment & Books	1,748,000	**2,752,000**	**157%**	See page G

DRAFT

	Main			%	FY 94-95	Supplemental	%	Core
		FY 94-95	Supplemental	More	FTE	FTE	More	Services
001	Perm Salaries	3,701,543	563,693		143	29.5	21%	See page F
018	Premium Pay	76,518						
020	Temporary Salaries	616,067	312,575					
060	Mandatory Fringe Benefits	993,902	140,875					
102	Professional Services	22,423	1,500					
144	Membership Dues	20,923						
109	Other Contractual Services	47,000	13,000					
120	Other Services	22,500						
130	Materials & Supplies	18,498	17,000					
220	Equipment & Books	15,048						
	Total Request	5,534,422	**1,048,643**	**19%**				

	Administration			%	FY 94-95	Supplemental	%	Core
		FY 94-95	Supplemental	More	FTE	FTE	More	Services
								See page J
001	Perm Salaries	701,253	193,255		19	9	47%	
018	Premium Pay	13,413						
020	Temporary Salaries	120,982						
060	Mandatory Fringe Benefits	198,516	36,358					
102	Professional Services	29,000	30,000					
112	Travel	100	14,114					
113	Training	6,335	5,000					
109	Other Contractual Services	13,941						
120	Other Services	74,750	2,500					
130	Materials & Supplies	99,913	28,889					
220	Equipment & Books	3,524	20,000					
30	Services of Other Departments	125,759	15,000					
	Total Request	1,387,486	**345,116**	**25%**				

	Automation			%	FY 94-95	Supplemental	%	Core
		FY 94-95	Supplemental	More	FTE	FTE	More	Services
001	Perm Salaries	389,624	177,941		8	10.5	131%	See page H
020	Temporary Salaries	0	149,397					
060	Mandatory Fringe Benefits	84,198	52,711					
106	Data Processing Maintenance	44,814						
109	Other Contractual Services	12,000	3,000					
123	Telephone	285,232						
130	Materials & Supplies	30,828	3,579					
231	Data Processing Equipment	63,504						
	Total Request	910,200	**386,628**	**42%**				

DRAFT

	Support Services			%	FY 94-95	Supplemental	%	Core
		FY 94-95	Supplemental	More	FTE	FTE	More	Services
001	Perm Salaries	1,265,892	324,630		36	18	50%	See page I
010	Overtime	14,454	8,000					
012	Holiday Pay	2,097						
020	Temporary Salaries	5,768						
060	Mandatory Fringe Benefits	308,466	67,325					
109	Other Contractual Services	74,880	19,420					
111	Use of Employee Car	3,400	3,000					
115	Sewer/Sanitation	25,451	4,549					
120	Other Services	2,500						
140	Fixed Charges	2,095						
146	Rents	0	16,500					
130	Materials & Supplies	81,905	33,850					
220	Equipment & Books	3,524	40,000					
30	Services of Other Departments	224,226	205,831					
	Total Request	2,014,658	**723,105**	**36%**				

		FY 94-95 FTE	Supplemental FTE	% More
Total Supplemental Request	**$7,746,841**	**423**	**134.9**	**32%**

DRAFT

RESOLUTION # 1998

[Grant - Federal Funds]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT AND EXPEND FUNDS IN THE AMOUNT OF $425,006.00 AVAILABLE THROUGH UNITED STATES DEPARTMENT OF COMMERCE, NATIONAL TECHNOLOGY INFORMATION ADMINISTRATION FOR THE PURPOSE OF ESTABLISHING THE SAN FRANCISCO CONNECTION-CITY AND COUNTY ONLINE HUMAN SERVICES DIRECTORY. THE SAN FRANCISCO PUBLIC LIBRARY REQUEST INDIRECT COST BE WAIVED FOR THIS GRANT AWARD.

WHEREAS, the Department of Commerce/NTIA has federal funds available for establishing the National Information Infrastructure; and

WHEREAS, The San Francisco Public Library wishes to submit an application to the Department of Commerce/NTIA that will establish the City and County Online Human Services Directory on the San Francisco Connection system. This project will form a partnership with the San Francisco Department of Public Health, Department of Social Services, Department of Recreation and Park, The Mayor's Office of Children, Youth and Their Families, The Art Commission, The Commission on the Status of Women, Channel 54-CityWatch and the Public Housing Department for the purpose of producing a centralized online directory of each departments services; and

WHEREAS, the San Francisco Public Library will contribute in-kind services not to exceed $263,320; and

WHEREAS, each department will contribute in-kind services not to exceed $674,268; and

WHEREAS, The San Francisco Library Foundation will provide matching funds for this grant not to exceed $190,206; and

RESOLVED, That the San Francisco Public Library is authorized to accept and expend federal funds not to exceed $425,000.00 for establishing The San Francisco Connection, City and County Online Human Services Directory; and

RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant funds; and be it

FURTHER RESOLVED, That the San Francisco Public Library will use San Francisco Library Foundation funds for the required matching funding for this grant award.

Resolution # 2000

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF OCTOBER, 1994. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF OCTOBER, 1994.

RESOLVED That in accordance with Charter Section 3.501 the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of October 1994 be approved:

3602 Library Page

Barker, Jasmin
Birk, Scott
Chow, Tyrone
Crosby, Jonathan
Gonzales, Ernesto
Hill, Heather
Holland, Stephen
Lundy, Tammy
Nicholls, Heather
Ornelas, Maria
Peterson, Victoria
Schein, Celine
Stabile, Scott
Ting, Susanne

AND FURTHER That the following separations from Temporary Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Cabrera, Emily
Huang, Shelly
Khuu, Patricia
Rodriquez, Pedro
Tran, Loi
Tran, Luan
Truong, Thong
Weatherspoon, Shequoya
Wong, Angela

RESOLUTION # 2001

[Grant - Federal Funds]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO APPLY, ACCEPT AND EXPEND $16,617 AVAILABLE THROUGH THE CALIFORNIA STATE LIBRARY FROM THE LIBRARY SERVICES AND CONSTRUCTION ACT TO ENHANCE THE PUBLIC COMPUTER WORK STATION AT THE SAN FRANCISCO PUBLIC LIBRARY BLIND AND PRINT HANDICAPPED BY ADDING BRAILLE CAPABILITIES; WAIVING INDIRECT COSTS; PROVIDING FOR RATIFICATION OF ACTION PREVIOUSLY TAKEN.

WHEREAS, A computer work station which has voice output, scans printed material and enlarges print was purchased with gifts from Pacific Bell, the Bothin Foundation and from the George S. Ladd Chapter the Telephone Pioneers of America, and

WHEREAS, The addition to that work station of a Braille display will enable the Braille user to feel what is on the screen and the addition of a Braille embosser will imprint Braille on paper, and

WHEREAS, This equipment will be available for the use of the public at the San Francisco Public Library for the Blind and serve as a prototype for similar work stations at the new Main Library, and

WHEREAS, The San Francisco Public Library seeks to enhance its ability to reach all San Franciscans including those who cannot read printed material, and

WHEREAS, There are 1,456 San Franciscans who are legally blind and an additional 6,858 San Franciscans who are severely visually impaired, now therefore, be it

RESOLVED, That the San Francisco Public Library is authorized to apply, accept and expend $16,617 in grant funds awarded by the California State Library from the Library Services and Construction Act for the purchase of a Braille display and a Braille embosser; and be it

FURTHER RESOLVED, That this approval shall not commit the City and County of San Francisco to continuance beyond the period covered by said grant; and be it

FURTHER RESOLVED, That indirect costs are waived since these funds will be used for a one time purchase of equipment; and, be it

FURTHER RESOLVED, That although the City has incurred no legal obligation, the Board of Supervisors hereby ratify the action previously taken.

SAN FRANCISCO PUBLIC LIBRARY
LIBRARY PRESERVATION FUND
PROPOSED
IMPLEMENTATION PLAN

	Core Services
Automation	To coordinate Channel 54 production for not only the Library but other City departments To fully implement community archives and databases project To fully supply Network Support including: **coverage of all open hours **internet connection and support **telecommunications specialist full time to assist in the growing telecommunications network of SFPL To fully implement the multimedia project COMMISSION PRIORITY 4
	See page M for financial information

REPLACE Page H
WITH Page H.1

Proposition E Chart

Increases in Main Library Staffing
1994/95, 95/96, 96/97
(Per Library Commission's Directions)

Main Library Staffing							
	94/5	94/5	94/5	95/6	95/6	96/7	96/7
	Current	Adds	Total	Adds	Total	Adds	Total
3638	1		1		1		1
3630	5		5	1	6		6
363[illegible]	15.5	2	17.5	2	19.5		19.5
3630	38.8	8	46.8	5	51.8		51.8
3618	4	8	10	2	12		12
3616	25.5	4.5	30		30		30
3610	19.3	8	28.3	1.5	29.8	1.5	31.3
3602 FT Page	12		12	1.5	13.5	1.5	15
1842			0	1	1		1
1426	1		1		1		1
1424	1		1		1		1
1367				2	2		2
1366	1		1		1		
1366				1	1		1
TOTAL	124.1	29.5	153.6	17	170.6	3	173.6

173.6
-153.6
20.0 (FTEs)

10/28/94
PropE.Cht

DRAFT

PROJECTED PLAN FOR THE LIBRARY MATERIALS BUDGET

Last year the library's materials budget was $1,118,000. Based on the Library Commission's priorities we project a materials budget of $4,500,000, a 400% increase over 1993-94.

The library's projected expenditure for these funds is:

Books	80%
Non-book Materials (Audio tapes, Multi-media kits for children, Video tapes, Audio CDs)	15%
Online Database Indexes	5%

In this projected budget, the Main Library and the Cluster Branches will receive as a baseline twice as much money for the purchase of adult books as in 1993-94, increasing their average book budgets.

Main Library	$235,800	to	$471,600
Cluster Branches	138,800	to	277,600

The other branches will have these baseline adult book budgets tripled in order to purchase the materials necessary to enhance their collections to support the projected increase in hours and services, increasing their average book budgets.

Smaller Branches	$311,000	to	$934,800

The remaining funds will fund long term collection development, expanding formats to meet public demand, to purchase materials in other languages, and for opening day collections for the New Main.

COTS
Rev 10/27/94

City and County of San Francisco
Public Library Commission

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President
KAREN CROMMIE
Vice President

THOMAS H. GEE, J.D.
WALTER G. JEBE, SR.
FRAN A. STREETS
NORMAN V. WECHSLER
JAN ZIVIC
Commissioners

KENNETH E. DOWLIN
City Librarian

11/10/94

DOCUMENTS DEPT.
NOV 4 1994
SAN FRANCISCO
PUBLIC LIBRARY

Agenda

NOTICE OF SPECIAL MEETING

A special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **THURSDAY, NOVEMBER 10, 1994**

TIME: **4:00 PM**

PLACE: **LURIE ROOM, MAIN LIBRARY**

AGENDA:

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENT
5. Discussion and possible action to implement new Library schedules.
6. ADJOURNMENT

11/3/94:dm

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.
2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.
3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).
4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.
5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.
6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.
7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.
8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

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P76
#2
11/10/94

City and County of San Francisco
Public Library Commission

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DEPOSITORY ITEM
DOCUMENTS DEPT.
NOV 17 1994
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special Commission meeting of November 10, 1994.

The San Francisco Public Library Commission held a special meeting on Thursday, November 10, 1994, in the Lurie Room, Main Library.

I. CALL TO ORDER

The meeting was called to order at 4:00 PM by the Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. ROLL CALL

The following members were noted present: President James P. Herlihy; Commissioners Karen Crommie; Thomas H. Gee; Walter Jebe, Sr.; Norman V. Wechsler and Jan Zivic

Excused: Commissioner Fran A. Streets

III. PUBLIC COMMENT

David Gabler, SEIU Local 790 representative, stated that the departmental memorandum of understanding is under negotiation and that the Commission should recognize that its decisions may impact the Library administration's ability to negotiate.

In response to Commissioners Zivic and Wechsler, Mr. Gabler replied that too

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

much money is budgeted for services other than implementation of Proposition E. He stated that funding and staffing levels for automation programs are high and that there are not enough funds in direct service programs. Mr. Gabler explained that contract negotiations were extended thirty days until November 28, 1994, and that if impasse occurred mediation/arbitration would result. Mr. Gabler stated that providing 1150 open service hours would be difficult with the budget before the Commission.

President Herlihy advised Mr. Gabler that the Commission will take his comments under advisement, but that the interviewing and hiring process must begin as soon as possible.

Ellen Egbert, library patron, stated that she was disturbed that the book budget will be decreased to $3.5 million in the second and third year of Proposition E funding.

Ed Regan, library patron, requested that all branches be treated equally in the distribution of open hours, that discarding books after two years of non-use be discontinued and that copies of the Commission bylaws be available at public meetings.

Landis Whistler, Chairman of Library TNT, commented that the proposed Library budget represented programs that were not mandated by Proposition E, and that the Board of Supervisors may have a difficult time approving the budget.

Jean Amos, library patron, handed out a schedule of the New York Public Library system showing Saturday open hours and stated her support for Saturday open hours within the San Francisco Public Library system.

Marti Kashuba, library patron, requested the Library Commission consider public suggestions to improve the Library system. She stated that changes in book purchasing and the movement toward computer technology need critical examination.

Rosalyn Koo, member of Friends of the Chinatown Branch Library, thanked the Library Commissioners and the City Librarian for attending the Chinatown Branch Public Hearing. She pledged the support of the Friends of the Chinatown Branch Library to improve the branch.

Al Greening, library patron, stated he was in favor of increased evening and Saturday hours.

IV. DISCUSSION AND POSSIBLE ACTION TO IMPLEMENT NEW LIBRARY SCHEDULES

Kenneth Dowlin, City Librarian, presented proposals for the Main and Branch

Library open service hours.

Marcia Schneider, Acting Chief of Branches, explained four different options for Branch service hours: Options #1 and #2 each offered 1090 service hours; Option #3, 1102 service hours; and Option #4, 1106 service hours. Ms. Schneider also presented a breakdown by Cluster to show regional service.

In response to Commissioner Zivic, Ms. Schneider agreed that consistency of service hours is important, and that she varied the hours throughout the system to meet community needs.

Ms. Schneider explained that Option #1 included 15 Branches open on Mondays, 21 Branches open on Saturdays, and 6 Branches open on Sundays. The Acting Chief of Branches indicated that the difference between Options #1 and #2 was the shift of six Branches to Tuesday - Saturday schedules, in order to have Saturday service hours at all Branches. Ms. Schneider stated that there would be 10 Branches open on Mondays, 26 Branches open on Saturdays and six Branches open on Sundays. She stated that Option #3, with increased hours, needed some increase in staffing and that it added Monday service hours to four Branches, so there would be 14 Branches open on Mondays, 26 Branches open on Saturdays and six Branches open on Sundays. She explained that Option #4 is identical to #3 except that one additional Branch would be open on Sundays. Ms. Schneider explained that Resource Branches were selected for Sunday opening because they are larger, have more resources and are more accessible to more neighborhoods.

In response to President Herlihy, Ms. Schneider indicated that some changes could be made to these options, but there might be a fiscal impact.

In response to Commissioner Wechsler, Ms. Schneider stated that she consulted with all Cluster Managers, as well as invited comments from all Branch Managers. Ms. Schneider explained that she tried to be as inclusive of as possible.

In response to Commissioner Crommie, Ms. Schneider explained that Option #4 is more expensive because putting Marina Branch Library on a seven day schedule increases staffing levels significantly.

In response to Commissioner Zivic, Ms. Schneider indicated that the first choice of all the Branches is Saturday hours. Ms. Schneider stated that with six or seven Branches, including the Main, open on Sundays and with all the evening hours and Saturdays scheduled, the city would be well served by the San Francisco Library system.

In response to President Herlihy, the Acting Chief of Branches stated that the needs of children and parents were considered in the scheduling of after school hours.

In response to Commissioner Wechsler, Ms. Schneider stated that the Tuesday morning lapsit for pre-school children and their parents was taken into consideration in scheduling at the Branches that offer the program. She indicated that the staffing levels were adequate for keeping the Libraries open, but that if there were any staffing shortfalls, it would be in the area of coverage for sick/personal leave.

Mr. Dowlin indicated that once one of the options is put into effect, it will take time to discover if the schedules fit each Branch. He stated that in the future, re-arrangement of schedules can be made to better serve the public.

In response to Commissioner Zivic, Ms. Schneider stated that implementing Option #4 would cost approximately $300,000 additional to cover staffing; Option #3, $150,000 additional; and Options #1 and #2 would not incur additional cost.

Commissioner Wechsler suggested that to implement Option #4, consideration should be given to a cut back of $200,000-300,000 worth of services in areas such as the 24-hour online computer access services.

In response to Commissioner Wechsler, Mr. Dowlin stated that the cost of the online services is not a significant amount of money. He recommended the Commission adopt Option #3 or #4 and direct him to ask the Mayor's office to amend the supplemental request to take no more than $150,000 out of the reserve. He indicated that next year the request would be $300,000 out of the reserve to cover a full year's operational cost. Mr. Dowlin also stated that under Proposition E, the aggregate number of hours has to stay in place for five years.

In response to President Herlihy, Ms. Schneider stated that all the scenarios are built with the minimum number of staffing hours required.

In response to Commissioner Wechsler, Ms. Schneider informed the Commission that the 1978 Lowell Martin Study provided information that neighboring Branches are all within a ten minute walk or a five minute drive from each other. She pointed out that the Branches proposed for Sunday and evening open service hours are strategically located for accessibility to all neighborhoods and MUNI.

Commissioner Crommie expressed pleasure with the expanded hours presented and congratulated Ms. Schneider on a job well done.

Commissioner Jebe stated that he believed the Commission should start with a schedule of 1028 open service hours and that it would be better to later increase rather than decrease open service hours.

In response to Commissioner Jebe, President Herlihy said that the Commission was trying to fulfill the public request for more open hours, more books, more materials, and remain fiscally prudent. President Herlihy indicated it was not the intent of the Commission to provide open hours that would later have to be reduced. He expressed confidence that the proposed budget for 1150 open service hours would provide for sufficient funds, assuming that the budget remained at $31 million, to meet the requirement over the full five-year period.

In response to Commissioner Zivic, Marcia Schneider explained that the increase of $300,000 per year to open the Marina Branch on Sundays is due to additional staffing cost.

In response to Commissioner Wechsler, Seema Grover, Finance Director, clarified that the additional cost of Option #3 over Options #1 and #2 was approximately $150,000 per year to provide proper staffing, and that the additional cost for a Sunday opening at the Marina Branch Library in Option #4 was approximately $150,000 per year over Option #3.

In response to President Herlihy, Mr. Dowlin recommended Option #4.

Commissioner Gee stated his preference for Option #3.

Commissioner Crommie recommended Option #4 stating it fulfilled the obligation of the Commission to expend Proposition E funds to provide more hours, more books and sufficient staffing levels.

Commissioner Zivic made the motion to accept Option #4.

Gill McNamee, retired Librarian and neighborhood representative of Golden Gate Valley, stated that patrons of Golden Gate Valley Branch Library prefer any option that would include Saturday hours for that branch.

Carol Steiman, Glen Park patron, stated that Glen Park Branch Library patrons prefer evening hours until 9:00 p.m. Ms. Steiman questioned whether there would be a fiscal impact changing the hours from 12:00-8:00 p.m. to 1:00-9:00 p.m. and whether hours could be changed after implementation. Ms. Steiman opposed decreasing the book budget after the first year.

In response to Ms. Steiman, Ms. Schneider stated that according to the Librarians at the Glen Park Branch, evenings until 9:00 p.m. were undesirable for the patrons. She indicated that switching one hour from either another day, or changing the daily open hours to accommodate opening until 9:00 p.m., would be possible.

Roberto Esteves, Assistant Chief of the Main Library, emphasized that the Proposition E mandated open service hours being set would remain in effect five years, and that any future budget shortfalls would affect whether the Library could sustain 1150 open service hours.

Ms. Kashuba recommended that the Commission enhance public service.

Landis Whistler stated that Library TNT members would like to have Anza, Bernal Heights, Eureka Valley, Merced, Noe Valley, Park, Parkside, Potrero and Presidio Neighborhood Branch Libraries upgraded to six-day branches.

Hope Hayes, Chief of the Main Library, stated that the proposed neighborhood Archivist position will allow the San Francisco History Room to expand hours.

ACTION: Unanimously approved

Mr. Dowlin presented the proposal for Main service hours and suggested that the Commission adopt Option #1.

Mr. Esteves pointed out that the service hours scheduled in Option #1 provided earlier morning hours and Sunday hours, which were requested by patrons in the Clipboard Survey and by the Telephone Information Program (T.I.P.).

Commissioner Crommie stated that closing at 5:00 p.m. on Mondays was too early, especially for working adults.

President Herlihy concurred with Commissioner Crommie and recommended that if Option #1 was adopted, at least one hour be added to the Monday evening schedule.

In response to Commissioner Wechsler, Ms. Hayes stated that frequently patrons are waiting to enter the Library at 9:00 AM and that the majority of working patrons use the Library from 12:00 noon to 3:00 PM.

The City Librarian suggested that the Commission adopt Option #1 and promised that Library staff would prepare a cost proposal for an additional open hour.

In response to Commissioner Crommie, the Chief of Main stated that the majority of patrons are out of the Library by 8:00 p.m. She also indicated that service open hours could be changed if Option #1 hours did not work.

Commissioner Crommie stated that the Commission needs to remember that Option #1 is not based on the best idea of serving the public, but is a cost effective plan, and that the Commission is charged with providing open service hours.

Commissioner Jebe amended the motion to adopt Option #1 with the provision that staff study the feasibility of adding an open service hour to Monday evenings between 5:00 and 6:00 p.m.

Ms. Kashuba recommended the Commission adopt either Option #2 or #3.

In response to Mary Louise Stong, board member of Friends of the San Francisco Public Library, Ms. Hayes explained that both the San Francisco History Room and Deaf Services will have open service hours increased.

ACTION: Unanimously approved

V. ADJOURNMENT

Commissioner Wechsler made the motion to adjourn the Commission meeting.

ACTION: Unanimously approved

The special meeting of the San Francisco Public Library Commission on November 10, 1994, was adjourned at 6:04 PM.

Donna Marion

Donna Marion
Assistant to the Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission. Copies of the Commission handouts will be located in the office of the Commission Secretary.

11/94:dm

City and County of San Francisco
Public Library Commission

Frank M. Jordan
Mayor

James P. Herlihy
President
Karen Crommie
Vice President

Thomas H. Gee, J.D.
Walter G. Jebe, Sr.
Fran A. Streets
Norman V. Wechsler
Jan Zivic
Commissioners

Kenneth E. Dowlin
City Librarian

NOTICE OF COMMISSION MEETING

The San Francisco Public Library Commission will hold its regular monthly Commission meeting as follows:

DATE: Tuesday, December 6, 1994

TIME: 5:30 P.M.

PLACE: Lurie Room, Main Library

AGENDA:

DOCUMENTS DEPT.
NOV 29 1994
SAN FRANCISCO
PUBLIC LIBRARY

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENT
5. Approval of regular Commission meeting minutes of November 1,1994.
   Approval of special Commission meeting minutes of November 10, 1994
6. Approval of consent calendar

There will be no separate discussion of consent calendar items unless a request is made by a Commission member or the public, in which event the matter shall be removed from the consent calendar and considered as a separate item

A. **Resolution #2002:** Approval of temporary exempt and non-civil service appointments and separations

7. PRESIDENT'S REPORT
   Commissioner James P. Herlihy

A. Discussion and action to appoint Nominating Committee consisting of two members to submit nominations for new officers for President and Vice President for year 1995

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

B. Appointment of New Building and Facilities Committee Chair

C. Discussion and possible action to change regularly scheduled times of Committee meetings

D. Presentation on the Mayor's Youth and Their Family's Children Service Plan

E. Confirmation of Commission meeting location for year 1995

F. **Resolution #2003:** Discussion and possible action authorizing the San Francisco public Library to adopt a resolution supporting the recommendations from the Mayor's Youth and Their Family Joint Commission Hearing of October 14, 1994, on the Children Service Plan fiscal year 1995/96

8. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin, City Librarian

A. Discussion and possible action to approve a technical supplemental for the implementation of the budget as adopted by the Commission on November 1, 1994.

B. Discussion and possible action considering Main Library hours

9. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair
No report

10. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair
No report

11. BUILDING AND FACILITIES COMMITTEE REPORT
Commissioner Jan Zivic, Chair
No report

12. LIBRARIANS' GUILD

13. NEW BUSINESS

14. MEETING REVIEW

15. ADJOURNMENT

Resolution # 2002

APPROVAL OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1994. ALSO SEPARATIONS OF TEMPORARY EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS MADE DURING THE MONTH OF NOVEMBER, 1994.

RESOLVED, That in accordance with Charter Section 3.501, the following Temporary Exempt and Non-Civil Service appointments which have been made by the City Librarian for the month of November, 1994, be approved:

3602 Library Page

Lee, Shirley
Werrell, Kerrick
O'Connor, Kevin
Flores, Taino

AND FURTHER, That the following separations from Temporary, Exempt and Non-Civil Service appointments be approved:

3602 Library Page

Wong, Darren

ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all commission public meetings, the following seven items concerning accessibility will be available.

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 557-4433 (TDD) or 557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling a 557-4433 (TDD) or 557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800-735-2929 (TDD) or 1-800-735-2922 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 292-2022 at least 72 hours in advance of need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our accessibility hotline at (415) 554-8925 to discuss meeting accessibility, In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City to accommodate these individuals.

6. The meetings will be held at the San Francisco Public Library, first floor, in the Lurie room. The closest accessible BART station is Civic Center. The library is only two blocks from all MUNI lines on Market Street and Van Ness Avenues. For information about MUNI's accessible service call 923-6142.

7. There is accessible parking available at 355 McAlister, Civic Center Plaza Garage. Call 863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available.

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
REGULAR MEETING OF TUESDAY, DECEMBER 6, 1994

Call to order: 5:35 PM

Members present:	Commissioners Karen Crommie; Thomas Gee; James Herlihy; Walter Jebe, Sr.; Jan Zivic
Excused:	Commissioners Fran Sreets and Norman Wechsler

COMMISSION ACTIONS:

- On a motion by Commissioner Jebe, unanimously approved minutes of the regular Commission meeting of November 1, 1994, and the special meeting of November 10, 1994

- On a motion by Commissioner Jebe, unanimously approved Resolution #2002: temporary, exempt, and non-civil service appointments and separations for the previous month

- Commissioners Jebe and Gee were appointed by Commission President Herlihy to the ad hoc Nominating Committee; Commission Jebe will chair the committee which will report its nominations for the offices of president and vice-president at the regular Commission meeting in January

- On Commissioner Crommie's motion, unanimously approved Resolution #2003 supporting the Health Commission's resolution proposing recommendations from the Joint Commission Hearing of October 14, 1994, on the Children's Plan for FY 1995-96 to the Mayor's Office of Children, Youth, and Their Families

- On Commissioner Crommie's motion, unanimously approved Resolution #2004, a technical supplemental budget request

- On Commissioner Jebe's motion, approved hours for the main library

PUBLIC COMMENT

David Gabler, business agent for Local 790 SEIU, expressed concern regarding staffing patterns being proposed for the implementation of Proposition E.

Ed Regan, library patron, suggested the library appoint a committee to plan for emergencies. He spoke in support of the Library Commission meeting at the branches and encouraged assistance so that elder citizens could attend.

Marti Kashuba, library patron, explained that she believed the process for approving hours should have been slowed so that the proposal could be presented at one meeting and voted on at a subsequent meeting. Ms. Kashuba described the importance of public testimony and clarified that Commission rules provide for comment at each meeting's beginning and prior to each vote. She supported the Commission meeting in the neighborhoods.

John Burbie, library patron, expressed support for library staff responding to letters sent to the Commission.

Adjournment: Commission President Herlihy adjourned the December 6, 1994, regular meeting of the Public Library Commission at 7:28 PM in memory of Tim Curbo, the partner of Supervisor-elect Tom Ammiano who died of HIV disease on November 3.

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City and County of San Francisco
Public Library Commission

Frank M. Jordan
Mayor

James P. Herlihy
President
Karen Crommie
Vice President

Thomas H. Gee, J.D.
Walter G. Jebe, Sr.
Fran A. Streets
Norman V. Wechsler
Jan Zivic
Commissioners

Kenneth E. Dowlin
City Librarian

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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular Commission meeting of Tuesday, December 6, 1994

The San Francisco Public Library Commission held a regular meeting on Tuesday, December 6, 1994, in the Lurie Room, Main Library.

I. CALL TO ORDER

The meeting was called to order at 5:32 PM by Commission President James Herlihy; the call to order was followed by the pledge of allegiance.

II. ROLL CALL

The following members were noted present: President Herlihy; Commissioners Karen Crommie; Thomas H. Gee; Walter Jebe, Sr.; and Jan Zivic.

Commissioners Fran A. Streets and Norman V. Wechsler were excused.

III. PUBLIC COMMENT

David Gabler, SEIU Local 790 business agent, expressed concern that the library's plans for implementing Proposition E do not include adequate staffing.

Ed Regan, library patron, requested that the library develop a pamphlet room and a committee to focus on library operations after emergencies.

IV. APPROVAL OF MINUTES

MOTION: Commissioner Jebe moved to approve the minutes of the regular meeting of November 1, 1994, and of the special meeting of November 10, 1994, as circulated.

Main Library, Civic Center
San Francisco, CA 94102
Tel. (415) 557-4233

ACTION: Unanimously approved

Commissioner Crommie suggested that motions be captioned in bold in the Commission minutes.

V. CONSENT CALENDAR

MOTION: Commissioner Jebe moved approval of Resolution #2002: Approval of temporary, exempt, and non-Civil Service appointments and separations.

ACTION: Unanimously approved

VI. PRESIDENT'S REPORT

James P. Herlihy, President

A. Appointment of Nominating Committee

President Herlihy appointed Commissioners Jebe and Gee to the Nominating Committee charged with recommending officers for 1995 at the January Commission meeting.

MOTION: Commissioner Crommie moved to approve the Nominating Committee appointments.

ACTION: Unanimously approved

B. Appointment of Buildings and Facilities Committee Chair

The Commission President announced that Commissioner Zivic had resigned as Chair of the Buildings and Facilities Committee but had agreed to continue as a committee member. President Herlihy appointed Commissioner Jebe to chair the committee.

C. Committee meeting schedule

President Herlihy postponed discussion of changing the regularly scheduled times of committee meetings.

D. Children's Services Plan

Toni Bernardi, Children's Services Coordinator, introduced Anthony Lincoln, Director of the Mayor's Office of Children, Youth, and Their Families (MOCYF). Mr. Lincoln described the process of preparing the Children's

Services Plan (CSP) and noted that the Public Library, Health, Social Services, Recreation and Park, and Juvenile Probation commissions annually hold a joint hearing regarding the CSP. He stated that the Library Commission was not represented by a quorum at the joint commission hearing in October and that the deadline for comments for the CSP draft is December 15, 1994. He indicated that the fund has approximately $13.6-million, that 56 collaboratives in city departments are presently funded, and that nine existing collaboratives are up for renewal. Mr. Lincoln stated that approximately $2.8-million are available to fund various projects.

In response to a question from Commissioner Zivic, Mr. Lincoln indicated that three Library Commissioners attended the joint commission hearing. Commissioner Zivic suggested that next year an information session be held prior to the joint commission hearing.

In response to Commissioner Crommie, Mr. Lincoln anticipated that library funding through the Children's Fund would be approximately $400,000 annually. He stated that a citizen planning committee has requested that MOCYF become more involved in acquiring funding for evaluating and planning programs. Mr. Lincoln indicated that a consultant has been hired to assist in determining what should be evaluated, and that MOCYF will seek federal, state, and private funding to support the evaluation efforts.

In response to Commissioner Crommie, Ms. Bernardi indicated that the Public Library's involvement with beacon school proponents would focus on assisting school libraries to provide services for children and their families at the school site, not to replace school libraries.

Mr. Lincoln promised that his office would contact Commissioner Jebe to discuss ways of making schoolyards accessible for children after school hours.

E. Commission meeting locations for 1995

Marcia Schneider, Acting Chief of Branches, explained that the proposed Library Commission meeting schedule was created by her predecessor prior to the new, expanded branch open hours. She expressed concern that some of the branches where Commission meetings were proposed for 1995 did not have separate meeting rooms, and that the meetings might interfere with library services if they occurred during times the branch was open.

Commissioner Zivic emphasized that the purpose of meeting at the branches was to provide community outreach, not interfere with branch operations, and expressed Commission willingness to reconsider the proposal if necessary.

The Commission agreed to Commissioner Jebe's proposal to meet in the Lurie Room in the Main Library in January, Excelsior Branch in February, and the Lurie Room in March; Ms. Schneider agreed to propose a schedule for the remainder of the year at the January 1995 Commission meeting.

F. Approval of Resolution #2003

President Herlihy described Resolution #2003: Proposing recommendations from the Joint Commission hearing of October 14, 1994, on the Children's Plan for FY 1995-96 to the Mayor's Office of Children, Youth, and Their Families. In response to a question from Commissioner Crommie, President Herlihy indicated that the action being contemplated was for the Public Library to support the Health Commission's recommendations made at the joint hearing.

MOTION: Commissioner Crommie moved to approve Resolution #2003.

ACTION: Unanimously approved

VII. CITY LIBRARIAN'S REPORT

Kenneth E. Dowlin, City Librarian

A. Approval of a technical supplemental for the implementation of the budget as adopted by the Commission on November 1, 1994

Mr. Dowlin reported that the Controller's office has determined that it is necessary for the library to request that the Mayor and Board of Supervisors restore the amount of money reduced from the Mayor's recommended budget in June. The City Librarian recalled the process by which recalculation of the library's baseline formula had lowered the general fund allocation to the department by approximately $4-million, and characterized the proposed action as a transfer of funds from the Library Preservation Fund to the baseline budget. He described the process of charging library expenditures and staff to a variety of funds.

In response to questions from Commissioners Zivic, Crommie, and Gee, Mr. Dowlin offered assurance that the City Attorney's office had reviewed the proposed action.

At the request of the chair, the City Librarian summarized the appropriation process and previous Board of Supervisors' and Controller's actions. Mr. Dowlin cautioned the Commission that, in his opinion, the library would be unable to implement the provisions of Proposition E unless Resolution #2004 was approved. Several commissioners expressed concern regarding the ongoing difficulties created by the recalculation of the baseline budget which resulted in the $4-million reduction in the library's anticipated budget.

MOTION: Commissioner Crommie moved approval of Resolution #2004, a technical supplemental budget request in the amount of $4-million.

ACTION: Unanimously approved

Marti Kashuba, a member of the public, expressed a procedural concern regarding opportunities for public comment. Commissioner Crommie recalled that previous Commission action provided for public comment at the beginning of meetings and prior to votes on action items, and the chair expressed regret for the oversight.

B. Discussion and action regarding Main Library hours

Mr. Dowlin noted that staff had promised at the previous meeting to make a recommendation regarding Commissioner Crommie's suggestion for the Main Library to be open until 6 PM on Mondays. Hope Hayes, Chief of the Main Library, expressed support for the additional hour on Mondays and provided a report on factors involved in staffing. Ms. Hayes presented a series of overhead projections demonstrating the process of providing staff for the main's 30 service desks. The Chief of Main recommended that the Main Library be open on Mondays from 10 AM to 6 PM and placed the cost at $36,000 to fund premium pay and necessary increases in staffing for the remainder of the current fiscal year. The library's budget analyst explained that any expenditures approved beyond those already budgeted would require an additional supplemental request and would reduce the reserve.

MOTION: Commissioner Jebe moved that the Main Library be open on Mondays from 10 AM to 6 PM.

Commissioner Zivic expressed a desire for additional future discussion regarding branch hours, and Commissioner Crommie commended Ms. Hayes on the presentation of staffing at the main.

Ms. Kashuba explained that the public would have been better served if library staff had proposed open hours for the branch libraries at one Commission meeting and the Commission had set the hours at a subsequent meeting.

ACTION: Unanimously approved

The City Librarian informed the Commission that 5,200 people used the Main Library on the Saturday after Thanksgiving, significantly above the average-day count of 3,200.

In response to a question from President Herlihy, Mr. Dowlin explained that the personnel requisitions needed to implement the Proposition E mandated increased open hours would be sent to the Mayor's office the next day with the technical supplemental budget request. He described the library's ongoing cooperation with Human Resources to expedite hiring and suggested the possibility of staggering the increases in service hours. The Commission President emphasized the Commission's commitment to raising service hours as soon as possible, and Mr. Dowlin observed that the library's plan to implement 1166 service hours per week would also permit some flexibility in fulfilling the Charter amendment's requirement for an annual average of 1026 weekly open hours.

Commissioner Crommie expressed disappointment that the library's request for the creation of a special fund for fees for lost books had been rejected. Mr. Dowlin explained that it was the sense of the Board of Supervisors and the Controller that all fines and fees should remain in the general fund. The City Librarian anticipated a Commission review of all fines and fees prior to moving into the new main. Commissioner Crommie requested that at a future meeting the Commission consider branch security and policies regarding overdue notices in order to protect the library's collections. Mr. Dowlin pointed out that staff is working on a memorandum of understanding with the Tax Collector's office regarding overdue notices, the possibility of seeking liens on property of individuals who owe in excess of $300 to the Public Library, and the possible use of Small Claims Court.

VIII. FINANCE COMMITTEE REPORT

Commissioner Norman V. Wechsler, Chair

No report

IX. PLANNING COMMITTEE REPORT

Commissioner Karen Crommie, Chair

No report

X. BUILDINGS AND FACILITIES COMMITTEE REPORT

Commissioner Walter Jebe, Sr., Chair

No report

XI. LIBRARIANS' GUILD REPORT

No report

XII. NEW BUSINESS

In answer to Commissioner Zivic's inquiry regarding Commission policy for responding to letters from the public, the City Librarian and Commission Assistant explained current procedure, and the commissioners discussed response to an individual's recent letters regarding assistance to people with disabilities.

Commissioner Crommie suggested that when a letter is sent to the Library Commission, the Commission Assistant write back stating that the letter has been received and a copy sent to each Library Commissioner for consideration; and that letters sent to individual commissioners either be answered by that commissioner, referred to staff for response, brought up at a Commission meeting for discussion, answered under the signature of the Commission President, or left unanswered. Commissioners Zivic and Crommie emphasized that when answering individually, commissioners should make clear that they were speaking only for themselves.

John Barbie, a member of the public, spoke in support of the library responding to all letters.

XIII. REVIEW OF MEETING

Mr. Regan expressed support for Commission meetings being held in the neighborhoods and urged the library to assist elders to participate.

Ms. Kashuba spoke in support of meetings being held at the branches and stressed the importance of public comment and sharing information.

XIV. ADJOURNMENT

MOTION: President Herlihy invited a motion to adjourn the Commission meeting in memory of Tim Curbo, the partner of Supervisor-elect Tom Ammiano. Commissioner Zivic made the motion.

ACTION: The December 6, 1994, regular meeting of the San Francisco Public Library Commission was adjourned by unanimous vote at 7:28 PM in memory of Tim Curbo.

for Donna Marion
Assistant to the Library Commission

These are draft minutes which are subject to approval at the next scheduled regular monthly meeting of the Public Library Commission. Copies of the Commission handouts will be located in the office of the Commission Secretary on the second floor of 45 Hyde Street.

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